

**URBAN
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INDEX

TO THE

MINUTES OF THE MEETINGS

HAMILTON BOARD OF EDUCATION

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THE BOARD OF EDUCATION

1996-1997

English Language Section Trustees Elected by Public School Electors

Ward No. 1	- Judith Bishop, B.A., M.A.
Ward No. 1	- Brian Gage, B.Sc.
Ward No. 2	- Dr. John Johnston, B.A., M.A., B.D., Th.M., Ph.D., D.D.
Ward No. 2	- Joan MacDonald, LL.B.
Ward No. 3	- Eleanor Johnstone
Ward No. 3	- Robert Stewart
Ward No. 4	- Ray Mulholland
Ward No. 4	- Sandy Hill, B.A.
Ward No. 5	- Margaret Cunningham
Ward No. 5	- Canon Joseph Rogers, C.D., S.Th.
Ward No. 6	- Grant Darby, B.Sc., B.Ed.
Ward No. 6	- Marion Lowe
Ward No. 7	- Geoff Korz, B.A.
Ward No. 7	- Lillian Orban, B.A., M.Ed.
Ward No. 8	- Wes Hicks, B.A.
Ward No. 8	- Janice Wall, B.A.

French Language Section Trustees Elected by French-Language Electors

Jean Desmarais, B.A.Sc., P.Eng.
Hubert Paquin
Marie Patenaude, B.A., B.Ed.

Term ending 1997 11 30

OFFICERS OF THE BOARD

- D. W. GOODRIDGE, B.A., B.Ed., M.Ed.....Director of
Education and Secretary
and Chief Executive Officer
- R. BINNS, B.Sc., M.Ed. Superintendent of Human Resources
- E. G. BOND, B.A.,M.A.Superintendent of Program
- P. GILLIE, B.A.,M.S.Ed.....Superintendent - Administrative
and Operational Services
- M. E. QUINN, B.A.,M.Sc.Ed..... Superintendent of Schools
- R. LAVOIE, B.A., M.Sc.Ed..... Superintendent of Schools
French as a First Language

ORGANIZATION OF THE BOARD

MARGARET CUNNINGHAM, CHAIRMAN

RAY MULHOLLAND, VICE-CHAIRMAN

JEAN DESMARAIS, CHAIRMAN

FRENCH LANGUAGE SECTION

PROGRAM COMMITTEE

Trustees Bishop, Johnstone, Mulholland, Patenaude, Stewart, Wall and Cunningham (Chairman of the Board).

OPERATIONS AND FINANCE COMMITTEE

Trustees Desmarais, Gage, Hill, Lowe, MacDonald, Rogers and Cunningham (Chairman of the Board).

PERSONNEL AND ORGANIZATION COMMITTEE

Trustees Darby, Hicks, Johnston, Korz, Orban Paquin and Cunningham (Chairman of the Board).

SPECIAL EDUCATION ADVISORY COMMITTEE

Trustees Bishop, Patenaude, Stewart and Cunningham (Chairman of the Board).

SUPERVISED ALTERNATIVE LEARNING FOR EXCUSED PUPILS COMMITTEE

Trustees Bishop, Johnston, MacDonald, Orban, Rogers and Cunningham (Chairman of the Board).

JOINT COMMITTEE WITH THE HAMILTON WENTWORTH SEPARATE SCHOOL BOARD

Trustees Johnston, Orban, Paquin and Cunningham (Chairman of the Board).

RULES AND REGULATIONS

Trustees Bishop, Desmarais, Johnstone, Orban, Rogers, Wall and Cunningham (Chairman of the Board).

AFFIRMATIVE ACTION/EMPLOYMENT EQUITY COMMITTEE

Trustees Bishop, Hill, Johnston, MacDonald and Cunningham (Chairman of the Board).

SALARY COMMITTEE

Trustees Darby, Hill, Lowe, Stewart and Cunningham (Chairman of the Board). Trustee Paquin will represent the French Language Section for negotiations with the Association des enseignantes et des enseignants Franco-ontariens.

MINUTES

BOARD OF EDUCATION

FOR THE CITY OF HAMILTON

1996 - 1997

INAUGURAL MEETING

Board Room
Education Centre
1996 12 02

The Board met with Mr. D. W. Goodridge, Director of Education and Secretary, presiding.

Present: Trustees Bishop, Cunningham, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

The Secretary called the meeting to order and called on Ian Gordon, Solicitor, who led the members through the Declaration for the Office of Trustee and the Oath of Allegiance.

The Secretary then called for nominations for the position of Chairman of the Board.

Moved by Mrs. Lowe, seconded by Mr. Desmarais: That Margaret Cunningham be Chairman of the Board of Education for the City of Hamilton for the year ending 1997 11 30. Carried.

The Secretary then called for nominations for the position of Chairman of the French Language Section.

Moved by Ms. Patenaude, seconded by Mr. Paquin: That Jean Desmarais be Chairman of the French Language Section for the year ending 1997 11 30. Carried.

Miss Cunningham took the Chair and introduced the platform guests: Mayor Morrow, representing the City of Hamilton, Pat Daly, Chairman-Elect, Hamilton-Wentworth R.C.S.S. Board, Bruce Wallace, Chairman-Elect, Wentworth County Board and Rev. Wayne Irwin. Miss Cunningham noted regrets were received from Regional Chairman Terry Cooke.

The Chairman then proceeded with the general business of the meeting and called for nominations for the position of Vice-Chairman of the Board.

Moved by Mrs. Hill, seconded by Ms. Orban: That Ray Mulholland be Vice-Chairman of the Board for the year ending 1997 11 30. Carried.

Moved by Mr. Stewart, seconded by Mrs. Johnstone: That the Rules and Regulations of the Board be adopted for the year ending 1997 11 30. Carried.

Moved by Dr. Johnston, seconded by Mr. Paquin: That the membership of the following committees be approved for the year ending 1997 11 30:

PROGRAM COMMITTEE: Trustees Bishop, Johnstone, Mulholland, Patenaude, Stewart, Wall and Cunningham (Chairman of the Board).

OPERATIONS AND FINANCE COMMITTEE: Trustees Desmarais, Gage, Hill, Lowe, MacDonald, Rogers and Cunningham (Chairman of the Board).

PERSONNEL AND ORGANIZATION COMMITTEE: Trustees Darby, Hicks, Johnston, Korz, Orban, Paquin and Cunningham (Chairman of the Board).

SPECIAL EDUCATION ADVISORY COMMITTEE: Trustees Bishop, Patenaude, Stewart and Cunningham (Chairman of the Board).

SUPERVISED ALTERNATIVE LEARNING FOR EXCUSED PUPILS COMMITTEE: Trustees Bishop, Johnston, MacDonald, Orban, Rogers and Cunningham (Chairman of the Board).

JOINT COMMITTEE WITH THE HAMILTON WENTWORTH SEPARATE SCHOOL BOARD: Trustees Johnston, Orban, Paquin and Cunningham (Chairman of the Board).

RULES AND REGULATIONS: Trustees Bishop, Desmarais, Johnstone, Orban, Rogers, Wall and Cunningham (Chairman of the Board).

AFFIRMATIVE ACTION/ EMPLOYMENT EQUITY COMMITTEE: Trustees Bishop, Hill, Johnston, MacDonald and Cunningham (Chairman of the Board).

SALARY COMMITTEE: Trustees Darby, Hill, Lowe, Stewart and Cunningham (Chairman of the Board). Trustee Paquin will represent the French Language Section for negotiations with the Association des enseignant·es et des enseignant·es Franco-ontariens.

The motion was put to a vote and was Carried.

Moved by Mr. Mulholland, seconded by Canon Rogers: That Robert Stewart be Chairman of the Program Committee for the year ending 1997 11 30. Carried.

Moved by Ms. Orban, seconded by Mr. Korz: That Sandy Hill be Chairman of the Operations and Finance Committee for the year ending 1997 11 30. Carried.

Moved by Mr. Paquin, seconded by Ms. Patenaude: That Grant Darby be Chairman of the Personnel and Organization Committee for the year ending 1997 11 30. Carried.

Moved by Ms. Wall, seconded by Ms. Patenaude: That Eleanor Johnstone represent this Board on the Hamilton Council of Home and School Associations for the year ending 1997 11 30. Carried.

Moved by Mrs. Bishop, seconded by Mr. Gage: That Dr. John Johnston and Joan MacDonald represent this Board on the Parks and Recreation Committee of City Council for the year ending 1997 11 30. Carried.

Moved by Mrs. Johnstone, seconded by Mr. Stewart: That Sheila George, Administrative and Operational Services, represent this Board on the Planning and Development Committee of City Council, with Wesley Hicks as the alternate, for the year ending 1997 11 30. Carried.

Moved by Mr. Gage, seconded by Ms. MacDonald: That Trustees Judith Bishop and Janice Wall and staff members Shelagh Simpson, Project Team Leader, Early Childhood Education, and Mike Newman, Budget Analyst, be appointed as the Board's representatives to the Umbrella Board of Family and Child Care Centres of Hamilton for the year ending 1997 11 30. Carried.

Moved by Mr. Hicks, seconded by Ms. Wall: That William Urie, Safety Co-ordinator, represent this Board on the Hamilton Safety Council for the year ending 1997 11 30. Carried.

Moved by Mr. Korz, seconded by Ms. Orban: That Daryl Sage, Manager, Special Projects/Audit, represent this Board on the Transport and Environment Committee of City Council, with Brian Gage as the alternate, for the year ending 1997 11 30. Carried.

Moved by Ms. MacDonald, seconded by Mr. Gage: That Lillian Orban represent this Board on the Co-operative Education Association, with Brian Gage as the alternate, for the year ending 1997 11 30. Carried.

Moved by Mr. Darby, seconded by Mrs. Lowe: That Mr. S. M. Halpern; Mr. E. L. Stringer, Q.C.; Mr. J. Evans, Q.C.; and the firms of Evans, Philp; Agro, Zaffiro, Parente, Orzel and Baker; Hicks, Morley, Hamilton, Stewart and Storie; and Keel Cottrelle be appointed solicitors for the Board of Education for the City of Hamilton for the year ending 1997 11 30. Carried.

Moved by Mr. Desmarais, seconded by Ms. Wall: That the firm of MacGillivray Partners be appointed auditors for the Board of Education for the City of Hamilton for the year ending 1997 11 30. Carried.

Mr. Stewart advised that Archie McQueen is continuing as one of the Board's representatives to the Hamilton Library Board and he is in the second year of a three-year term appointment (ending 1997 11 30). The Board's other representative resigned in November and the Board will be seeking a replacement in the near future.

Miss Cunningham announced that this meeting would now recess and reconvene in the Main Auditorium of the Education Centre.

The members joined the many guests, staff, family and friends of the Chairman in the auditorium for the second half of the proceedings.

The Secretary of the Board introduced Margaret Cunningham as Chairman of the Board of Education for the City of Hamilton, Ray Mulholland as Vice-Chairman of the Board and Jean Desmarais as Chairman of the French Language Section for the year ending 1997 11 30.

The Chairman then called on Rev. Wayne Irwin to give the invocation. Mayor Robert Morrow brought greetings on behalf of the City of Hamilton and the Regional Municipality of Hamilton-Wentworth; Bruce Wallace, Chairman-Elect, Wentworth County Board of Education and Pat Daly, Chairman-Elect, Hamilton-Wentworth Roman Catholic Separate School Board brought greetings on behalf of their respective Boards and wished Miss Cunningham well in her term of office.

The Secretary of the Board called on Miss Cunningham as the Chairman of the 1997 Board to give her Inaugural Address.

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Mr. Robert Stewart, Chairman of the Board for 1995 and 1996, was presented with the customary gift from the Board.

John Ramoutar, representing the Student Council at Westmount Secondary School, presented a gavel to Miss Cunningham. The Chairman called on Principal Beth Jazvac to introduce this evening's entertainment from Westmount Secondary school - students Tony Peebles and Jim Le.

At the conclusion of the entertainment, the Chairman then extended an invitation to the members and guests to stay and partake of refreshments.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

CHAIRMAN'S INAUGURAL ADDRESS**December 2, 1996**

Mr. Mayor, Rev. Irwin, Mr. Wallace, Mr. Daly, fellow members of the Board of Education, honoured guests, ladies and gentlemen: It is with a sense of pride and great honour that I begin tonight my tenure as Chairman of the Board of Education for the City of Hamilton. As many of you know, I have had the good fortune to have served in this capacity in the past; because of that experience, I recognize the responsibility which faces me and the trust which has been placed in me by my colleagues; I am grateful, and I thank each and every one of you for this opportunity and your expression of confidence.

I would like to take a moment at this time to pay tribute to Robert Stewart, my predecessor in office. In his two terms as Chairman, Bob encountered some of the most challenging times experienced in the recent history of public education. We all know that personal sacrifice is part of the price paid for holding public office, and the position of Chairman brings with it extra responsibility. Bob gave 100% and spent many long hours away from his family executing his duties. At times I know it must have felt futile but, throughout the many trying times, he maintained a sense of humour, a caring for the system and demonstrated an untiring dedication to the preservation of public education. Bob, your efforts did not go unnoticed and, on behalf of the Board and the community, I sincerely thank you.

Next, I would like to extend my appreciation and acknowledge my indebtedness to those persons who nominated me, who campaigned for me and who, in many ways, supported me and made this honour possible. Some are in attendance this evening - to you, a special, "thank you".

The success of a chairman is a reflection of the people with whom he or she shares the decision making. I am very fortunate - I have 18 Trustees to call upon; from that 18, I have a committee of Chairs comprised of Ray Mulholland, Sandy Hill, Grant Darby,

Robert Stewart and Jean Desmarais. Without question, I will be relying upon the talents and leadership of these people to assist in making this a positive year for the Hamilton Board. As the song goes, "Who could ask for anything more?"

Well, I may not be asking for more; but how lucky I am, I also have many partners within this Board to call upon:

Our Senior Officials, the members of our Professional Administrative Support Staff, the various Elementary and Secondary Teachers' Federations and their respective Principal Associations, the members of the Office, Clerical and Technical Unit, the members of the Professional Student Services Personnel, our C.U.P.E. members and the staff that comprises our Office and Professional Employees International Union; last, but not least, the members of our Labourers' International Union of North America. I know I can count on all the above-mentioned groups to continue to carry out their areas of expertise and endeavour with excellence, all working together to ensure that all students receive the highest quality education possible in a safe and secure learning environment.

In preparing this speech, I spent time reading Inaugural addresses of past Chairmen, and what impressed me was nothing has every really changed. Understandably, the same problems and concerns were being addressed then as now and, upon reflection, that is appropriate. After all, the cycle revolves around one issue - what is required to educate students - and that never changes:

- (a) Supplying program to meet their on-going needs.
 - (b) Employing appropriate staff to teach, assist, maintain and administer.
 - (c) Providing accommodation in well maintained facilities.
 - (d) Funding the entire operation.
- The last point is what causes adjustment to be made to the first three. Usually, determined by the lack of funds required to sustain what presently is being supplied.

- Enter the budget process where a review of what we do, why, how and where takes place. From the decisions made during the budget process a determination is made as to the level of service necessary to educate our students.

It really sounds quite simple; so what makes it so difficult? Simply stated: Ministry mandated programs and under funding from the Province.

I would like to say this year will be the same as in the past, but it won't be; this year there really is a difference.

On July 6, 1995, the Minister of Education, John Snobelen, said: "Yeah, we need to invent a crisis". Not only has he been successful in inventing a crisis, he has achieved total chaos. Never before have so many areas of education been under attack at the same time and, because of the uncertainty of what will happen or when it will happen and a lack of communication from the Minister, it has become virtually impossible for Boards of Education to do any form of planning.

Funding of Education:

In 1996 the government reduced funding to education by \$400 million. This was to be achieved by placing a moratorium on capital funding in the amount of \$170 million, cuts to junior kindergarten and adult education, \$32 million in funding cuts announced in July 1995, a reduction in transportation funding of \$16 million and \$65 million through cuts to administration, custodial and maintenance services. (This amount was achieved through reductions to the per pupil grant.)

The provincial government has said that additional cuts in the magnitude of \$600 million to one billion dollars to education financing will come from eliminating locally elected school boards, new methods of financing education, administration and system support costs - not from the classroom. The government considers classroom supplies as the only legitimate classroom costs; everything else is considered to be out-of-classroom and non-essential and can be reduced or eliminated.

Out-of-classroom, or supposed "administrative" costs, include: school supplies, light, heat, maintenance, grounds and construction; school bus transportation; night school; extra-curricular and music programs; school security; school lunch supervision; secretaries, custodians, principals, vice-principals, teacher-librarians, guidance counselors; special education support; teacher assistants; records/finance controls. I ask you, how can schools operate without these services? Is this really the billion dollar myth?

The Minister has said the cost of education across the province is \$13.8 billion annually. Our budget is \$257,926,500.00. These are enormous figures which need to be put into context. In our 76 elementary schools, the cost of a quality education is \$31.25 per day per student, which is a direct calculation from our total budget divided by the number of school days and the number of students. This includes all governance, administration, salaries, special education services, business support services, school administrative costs, plant maintenance, business and school debenture costs. In our 14 secondary schools, the cost is \$39.25 per day per student. In fact, more than 96.7% of our budget goes into our classrooms, less than 3.1% is central administration and 0.2% is trustee expense. I ask you, is this cost reasonable for an excellent service provided to over 40,000 students by our 3,582 F.T.E. employees?

Who Does What

On May 30, 1996, Mr. Snobelen set up the "Who Does What Advisory Panel" to begin a complete overhaul of who does what in the delivery and funding of many government services. The goal was to ensure the very best service delivery by reducing waste, duplication and the over-all cost of government at the provincial and local government levels. The Panel was chaired by David Crombie; the Education Sub-Panel was chaired by Steve Lowden. On September 10, 1996, this panel was asked to provide advice on how education should be funded and who should be responsible for curriculum and standards, staffing and human resources, school transportation, capital and maintenance. The panel made its recommendation on November 13, 1996.

Bill 100

On September 16, 1996, Mr. Snobelen appointed Mr. Leon Paroian, Q.C., to the Review of the School Boards'/Teachers' Collective Negotiations Process in Ontario, (Bill 100). Mr. Paroian's recommendations were received October 30, 1996.

It may be noteworthy to recall that legislation has been passed already changing Bill 40 to Bill 7. And in today's Spectator there is an innocuous little report pertaining to labour law changes by amendments having been made to the Employment Standards Act. I mention this only to keep us mindful that the actions of the Minister of Labour also have an impact on education.

Secondary School Reform

Another area being addressed by the Minister is Secondary School Reform. Mr. Snobelen released the discussion paper on Secondary School Reform on September 29, 1996, the completion date set for the consultation process and submission of responses was November 30, 1996. Implementation of this reform drastically changes high school education.

I have outlined the above Ministry initiatives, not only for the significance of what is being reviewed, but also to reference the short time lines given for responding to such crucial issues that impact so severely on public education -- program, funding and negotiations.

If I had one request of the Minister of Education it would be: Instead of throwing out arbitrary figures and vague messages on restructuring, tell us just where we are going; come up with a plan, a reasonable and rational one. Slow down.

I have grave concern the public may be unaware of the real impact of the recommendations of the *Who Does What Panel*. If implemented, there will be a dramatic change in the funding of education. There will be province-wide pooling of property taxes raised from business and the shortfall will be obtained from increased personal income tax. The present education portion on the local property tax assessment will be used to pay for those areas transferred from the Province to local municipalities. I ask you, is this anything more than a big shell game?

Governance has become a burning issue - reducing or eliminating trustees. This may very well happen. But I strongly urge the public to be wary. Cutting every single school trustee in the province would result in a total expenditure reduction of approximately 30 million dollars leaving 970 million dollars to be found - where would it come from, if not the classroom? More importantly though, since 1843, the foundation for strong public schools has been the right of a community to have local interests represented by elected trustees; this is a right that will be handed over to Queen's Park. Then the question is: Who will speak for our students and your children?

Interestingly, Ernie Eves, Minister of Finance, on June 18, 1996 stated:

"School boards are accountable to their community and the government is confident that they are in the best position to determine the priorities of their constituents."

I wonder if Mr. Snobelen heard this?

Well, there has been change and there is going to continue to be change but, in the meantime, let us celebrate the positive things we have accomplished as a system - and there have been many.

- Our students performed well on reading, writing, math and other achievement tests. Two of our students took top honours in the Canadian Mathematics Competitions.
- There was improvement in the 1995-96 Canadian Achievement Tests. Our Grade 3 students were above the national norm.
- In the Ministry of Education Grade 9 Reading and Writing Reviews, 92% of our students performed at or above the expected range of performance in reading.
- We have integrated computers and other new technologies into classroom learning across our school system. And by the end of this year all schools will have Internet access.
- We are linking our schools to the workplace. Our Industry-Education Council supports partnerships between 11 secondary schools and area businesses, giving students workplace experiences and exposure to leading-edge technologies.

- More than 1,000 area businesses provide some 1,700 co-operative education placements to our students every year.
- Twelve of our teachers received the Prime Minister's Award for teaching excellence in 1995-96, recognizing the major impact on student performance and interest in science, technology and mathematics.
- We are involving parents and the community in our schools.
- We had students who won scholarships and medals internationally and, in Canada, in the medicine and health category, sports medicine, music.

The list goes on --

Should we be proud? Definitely.

I would like now to address initiatives the Board will be undertaking:

- We will be appointing an interim director to fill the vacancy created by the resignation of Don Goodridge, Director of Education.
- We will be restructuring.
- We will be inviting the Trustees of the Hamilton-Wentworth Board to meet with the Trustees of the Hamilton Board.
- We will continue to work toward one bus one road with our coterminous boards to reduce transportation costs, as well as try to identify other areas for sharing.
- We will continue to work on the consolidation of schools.
- We will continue to co-operate with the City Hall to share resources and save taxpayer dollars.
- We will work to assist school councils in performing their role.
- We will invite all employee group representatives to the initial presentation of the budget. It is important that everyone know what impact the proposed reductions will have on this Board.

For the last few years, I have had the privilege of serving on the Salary Committee. Tonight I have avoided mentioning anything concerning negotiations but I would like to say something to the representatives of the groups who are here. We may be experiencing difficult times during this round of negotiations, but I would be remiss if I did not express my appreciation on behalf of the Board for

your continued efforts on behalf of the students in our system in these times of uncertainty. I know there is a high anxiety level right now, and you know, as do we, we are all at the mercy and whim of the Provincial Government. Hopefully, our mutual respect permits me the opportunity to transcend negotiations to say "thank you".

To Senior Management, neither do your efforts go unnoticed. Every year you extend yourselves; you are doing more with less; you are truly professionals of the highest caliber. As Chairman, I look forward to working more closely with each of you - on behalf of the Board, a very special "thank you".

Ladies and gentlemen, we may be in for a roller coaster ride this year. We don't know what the future in education will be, but let us appreciate working together and respect one another in all we do. Let's make it a good one. Good night and thank you.

Margaret Cunningham
Chairman of the Board

**MINUTES OF THE
SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1996 12 10

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hill, Johnston, Johnstone, Lowe, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: D. Goodridge (Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer).

The Secretary noted that regrets for not being able to attend this evening's meeting were received from Trustee Patenaude.

GENERAL

Second Semester Staffing in the Secondary Schools

The Board met in-camera to consider the above and the following action was taken:

Moved by Mrs. Lowe: That this Special In-camera Meeting of the Board resolve into a Committee-of-the-Whole. Carried.

Trustee Mulholland assumed the Chair.

Trustee Darby declared a conflict of interest and left the Board Room.

Moved by Miss Cunningham: That the Board continue to meet past 23:00 hours. Carried.

Moved by Miss Cunningham: Whereas:

1. The Report of the Fact Finder was made public on 1996 09 09 and 60 days have elapsed by 1996 11 11.
2. The Board and the O.S.S.T.F. Branch Affiliate have been unable to agree on measures to produce the savings required by the Board to offset decreased Provincial Government grants.

BE IT RESOLVED that the Board, pursuant to its powers under the *Education Act* and s.10(3) of the *School Boards & Teachers Collective Negotiations Act*, changes the following terms and conditions of employment set out in the expired Agreement between the Board and District 8, O.S.S.T.F. ("Agreement"), such changes to be effective on and after 1997 01 29.

1. There will be eight Department Heads in each composite secondary school.
2. Staffed Annually shall mean staffed as of October 31.
3. The Composite Secondary School System shall be staffed annually as of October 31st according to a PTR not greater than 16.5:1.

The Vocational Secondary System shall be staffed annually as of October 31 according to a PTR not greater than 12.2:1.

4. The PTR is defined as the number of full-time equivalent students of the Hamilton Secondary Schools (Grade 9 to OAC) on October 31st, divided by the full-time equivalent teachers in these schools excluding TMR programmes and Section 27 programmes.

The motion was put to a vote and was Carried.

Moved by Mr. Stewart: That the Committee-of-the-Whole now be dissolved and return to the Special In-camera Meeting of the Board. Carried.

Trustee Cunningham resumed the Chair.

Moved by Ms. Orban, seconded by Mrs. Lowe: That the following Report of the Committee-of-the-Whole be adopted.
Whereas:

1. The Report of the Fact Finder was made public on 1996 09 09 and 60 days have elapsed by 1996 11 11.

2. The Board and the O.S.S.T.F. Branch Affiliate have been unable to agree on measures to produce the savings required by the Board to offset decreased Provincial Government grants.

BE IT RESOLVED that the Board, pursuant to its powers under the *Education Act* and s.10(3) of the *School Boards & Teachers Collective Negotiations Act*, changes the following terms and conditions of employment set out in the expired Agreement between the Board and District 8, O.S.S.T.F. ("Agreement"), such changes to be effective on and after 1997 01 29.

1. There will be eight Department Heads in each composite secondary school.

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The Vocational Secondary System shall be staffed annually as of October 31 according to a PTR not greater than 12.2:1.

4. The PTR is defined as the number of full-time equivalent students of the Hamilton Secondary Schools (Grade 9 to OAC) on October 31st, divided by the full-time equivalent teachers in these schools excluding TMR programmes and Section 27 programmes.

Trustee Wall requested a recorded vote.

The motion was put to a vote and was Carried. Those in favour: Trustees Desmarais, Gage, Lowe, Rogers, Johnston, Johnstone, Orban, Paquin, Hill and Cunningham; those opposed: Trustees Bishop, Wall, Stewart and Mulholland.

The meeting then adjourned.

Adopted as presented.

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Chairman

**MINUTES OF THE
SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1996 12 11

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Gage, Hill, Johnston, Johnstone, MacDonald, Mulholland, Orban, Patenaude, Rogers and Wall.

Officials Present: D. W. Goodridge (Director of Education and Secretary), M. Quinn (Superintendent of Schools - Lower City) and S. Thompson (Assistant Superintendent of Schools).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Darby, Desmarais, Hicks, Paquin and Stewart.

GENERAL

Application for readmisison from a student

At 18:15 hours, the Chairman called the meeting to order and stated the purpose of this hearing was to consider an application for readmission from a former student.

The Chairman announced the following people in attendance: Trustees Cunningham, Gage, Hill, Johnston, Johnstone, MacDonald, Mulholland, Orban, Patenaude, Rogers and Wall; D. Goodridge, Director of Education and Secretary; M. Quinn, Superintendent of Schools, S. Thompson, Assistant Superintendent of Schools, the parent, the student and a relative; R. Millar as the recording secretary.

Upon conclusion of the presentation, the Chairman invited questions for clarification, following which, the Chairman thanked the officials and asked that the record show the following people left the meeting room: D. Goodridge, M. Quinn, S. Thompson; the parent, the student and the relative.

Moved by Mrs. Hill, seconded by Ms. MacDonald: That the student be readmitted to the schools of the Board of Education for the City of Hamilton effective 1996 12 19 or as soon thereafter as a Declaration of Performance is signed by the student and his parents. Carried.

The Chairman asked that the record show that D. Goodridge, M. Quinn, S. Thompson; the parent, the student and the relative returned to the meeting room.

The Chairman read the motion and it was put to a vote and was Carried.

Student Expulsion Hearing

The Chairman stated the purpose of this hearing was to consider a recommendation for the expulsion of a student within our system.

The Chairman announced the following people in attendance: Cunningham, Bishop, Gage, Hill, Johnston, Johnstone, MacDonald, Mulholland, Orban, Patenaude, Rogers and Wall; D. Goodridge, Director of Education and Secretary; M. Quinn, Superintendent of Schools, S. Thompson, Assistant Superintendent of Schools and the Principal and Vice-Principal of the school where the student attended, the parent, the student and a family friend; R. Millar as the recording secretary.

Superintendent Quinn reviewed the report from administration which detailed the Board's current Expulsion Policy, the incident and the investigation and process followed by the Superintendent and the Principal. In reviewing the reasons for making the recommendation to expel, Superintendent Quinn confirmed that all requirements under Section 23(3) of the Education Act and the Board's Expulsion Policy had been met. The recommendation for expulsion was then read.

The student or parent was given an opportunity to speak to the recommendation.

Upon conclusion of the presentation by the Superintendent and the student, the Chairman invited questions for clarification.

Following some questions, the Chairman thanked the officials and asked that the record show the following people left the meeting room: D. Goodridge, Director of Education and Secretary; M. Quinn, Superintendent of Schools, S. Thompson, Assistant Superintendent of Schools and the Principal and Vice-Principal of the school where the student attended, the parent, the student and a family friend.

Moved by Mr. Gage, seconded by Mrs. Johnston: That the student be expelled from the Board of Education for the City of Hamilton effective 1996 12 11. Carried.

The Chairman asked that the record show that: D. Goodridge, Director of Education and Secretary; M. Quinn, Superintendent of Schools, S. Thompson, Assistant Superintendent of Schools and the Principal and Vice-Principal of the school where the student attended, the parent, the student and a family friend returned to the meeting room.

The Chairman announced that after hearing all the evidence and giving it careful consideration, the following motion was moved by Mr. Gage, seconded by Mrs. Johnstone:

"That the student be expelled from the Board of Education for the City of Hamilton effective 1996 12 11."

The Chairman called for a vote and the motion was Carried.

Student Expulsion Hearing

The Chairman stated the purpose of this hearing was to consider a recommendation for the expulsion of a student within our system.

The Chairman announced the following people in attendance: Trustees Cunningham, Bishop, Gage, Hill, Johnston, Johnstone, MacDonald, Mulholland, Orban, Patenaude, Rogers and Wall; D. Goodridge, Director of Education and Secretary; M. Quinn, Superintendent of Schools, S. Thompson, Assistant Superintendent of Schools and the Principal and Vice-Principal of the school where the student attended; representatives of the student; R. Millar as the recording secretary.

Due to extenuating circumstances, it was moved by Mrs. Hill, seconded by Canon Rogers: That this expulsion hearing be adjourned to 1997 01 29. Carried.

Moved by Dr. Johnston, seconded by Mr. Mulholland: That the current suspension of this student be extended pending the outcome of the expulsion hearing. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

MINUTES OF THE BOARD OF EDUCATION

Board Room
Education Centre
1996 12 19

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hill, Johnston, Johnstone, Korz, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: D. W. Goodridge (Director of Education and Secretary), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources Services), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Assistant Superintendent of Program), M. Matier (Assistant Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer).

The Board met in-camera prior to the public session and the following action was taken:

Moved by Mr. Darby, seconded by Mr. Desmarais: That the General Part of the Report of the Special In-camera Meeting of the Personnel and Organization Committee be adopted. Carried.

Moved by Mr. Mulholland, seconded by Mr. Stewart: That the motion to appoint Donald Goodridge Acting Treasurer of the Board, adopted at the 1996 06 27 Special Meeting of the Board, be rescinded.

The Chairman requested and obtained the required two-thirds majority vote to consider the motion.

The motion was put to a vote and was Carried.

Moved by Mr. Stewart, seconded by Mr. Mulholland: That Lucy Veerman be appointed Acting Treasurer to the Board effective 1996 12 19.

The Chairman requested and obtained the required two-thirds majority vote to consider the motion.

The motion was put to a vote and was Carried.

Moved by Mr. Stewart, seconded by Mrs. Hill: That Clause 1. of the Report of the Salary Committee be adopted. Carried.

The Board then met in public at 20:00 hours.

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Hicks and Lowe.

A moment of silence was observed in the memory of the late Shirley Morley, an elementary school secretary and employee for 25 years.

The Secretary read a note of thanks for the Board's expression of sympathy from the Shepherd family. He then drew the members' attention to the correspondence from Hamilton Status of Women.

Trustee MacDonald spoke on the Canadian Women in History Month Annual Award sponsored by the Hamilton Status of Women, noting that the following top winners came from Hamilton secondary schools:

First Prize: Pat Rocco's Grade 11 Art Class - Hill Park School
(Grace Hartman Group Project)

Second Prize: Lisa Lambertus, Grade 12 student - Delta
School (Emily Carr Narrative)

Third Prize: Sara Newman, Grade 11 student - Westdale
School (Nellie McLung Painting)

Moved by Ms. MacDonald, seconded by Dr. Johnston: That the correspondence from Hamilton Status of Women be received for information and that the Board send letters of congratulations to the student awardees. Carried.

The other correspondence was received and filed.

Moved Mr. Gage, seconded by Mr. Mulholland: That the following motion, adopted at the 1996 12 10 Special Meeting of the Board, be reconsidered:

That the trustees exercise their powers under the Education Act and Section 10 (3) of the School Boards and Teachers Collective Negotiations Act.

Trustee Darby declared a conflict of interest and stated he would neither participate in the debate nor vote on the motion.

The motion was put to a vote and was Lost.

Committee reports were presented as follows:

Program Committee - Mr. Stewart

Operations and Finance Committee, regular and special - Mrs. Hill

Personnel and Organization Committee - Mr. Darby

Salary Committee - Mr. Stewart

Moved by Mr. Stewart, seconded by Mrs. Bishop: That the General Part of the Report of the Program Committee be adopted.

Expressing his concerns with the "magnet school" concept, Trustee Korz requested recorded votes for Clause 4. (a) and Clause 5.

Clause 4. (a) was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Cunningham, Darby, Desmarais, Gage, Hill, Johnston, Johnstone, MacDonald, Orban, Paquin, Patenaude, Rogers, Stewart and Wall; opposed: Trustee Korz.

Clause 5. was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Cunningham, Darby, Desmarais, Gage, Hill, Johnston, Johnstone, MacDonald, Orban, Paquin, Patenaude, Rogers, Stewart and Wall; opposed: Trustee Korz.

The rest of the Report was put to a vote and was Carried.

Moved by Mrs. Hill, seconded by Ms. Orban: That the General Part of the Report and Special In-camera Report of the Operations and Finance Committee be adopted.

Moved in amendment by Mr. Korz, seconded by Dr. Johnston: That the word "Superintendent" be deleted from Clause 10.

The amendment was put to a vote and was Carried.

Clause 10., as amended, was put to a vote and was Carried.

Noting his concern that the increasing number of ad hoc committees could be an inefficient way of doing business, Trustee Korz requested Clause 6. be voted on separately.

Trustee Korz called the question and it was Carried.

Clause 6. was put to a vote and was Carried.

At this point, Trustee Mulholland declared a conflict of interest and stated he would neither participate in the debate nor vote on the remainder of the Report.

The remainder of the Report was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mrs. Hill: That the General Part of the Report of the Personnel and Organization Committee be adopted.

Trustee Gage offered the following as a friendly amendment to Clause 1. (b) (ii):

That the process be formally adopted by the full Board.

When the Chairman affirmed this will happen, Mr. Gage offered and was permitted to withdraw the amendment.

Moved in amendment by Mrs. Bishop, seconded by Mr. Korz: That the following motion, lost at the Committee meeting, be moved into the body of the Report:

That the purchase of the Substitute Employee Management System be approved and that an update on its implementation be provided to this Committee.

Noting not enough information is available regarding this issue at this time, the Chairman requested and obtained the members' agreement to postpone consideration of this item to a future time.

Trustee Bishop requested and was permitted to withdraw the amendment.

The Report was put to a vote and was Carried.

Moved by Mr. Stewart, seconded by Mrs. Hill: That Clause 2. of the Report of the Salary Committee be adopted. Carried.

Under Unfinished Business, the Chairman indicated that her concerns regarding Performance Appraisal Reviews, outlined in her Notice of Motion, were addressed and clarified by the officials. She requested and was given permission to withdraw her Notice of Motion presented in October.

FRENCH LANGUAGE SECTION

Presentation of Report - Mr. Desmarais

Moved by Mr. Desmarais, seconded by Ms. Patenaude: That the Report of the French Language Section be adopted. Carried.

ELEMENTARY/SECONDARY

Trustee Gage drew the members' attention to correspondence he received from the Hamilton Secondary School Principals' Council.

The Chairman ruled that this be dealt with under New Business.

Moved by Mr. Stewart, seconded by Mrs. Johnstone: That the Elementary/Secondary Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Ms. MacDonald: That the Elementary/Secondary Part of the Report of the Special Meeting of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mrs. Wall: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted.

Moved in amendment by Mr. Korz, seconded by Mrs. Johnstone: That the following motion, lost at the Committee meeting, be moved into the body of the Report:

That the Report re Senior Social Worker be referred to the January 1997 meeting of the Personnel and Organization Committee and that the Superintendent of Program meet with staff for input.

Trustee Korz noted that he deleted the words "the Program Department" from the motion considered by the Committee.

After some debate, the motion was put to a vote and was Lost.

Moved in amendment by Mrs. Hill, seconded by Mr. Stewart: That Clause 2. be deleted.

The members recalled this information was provided at the Committee meeting in response to a member's request.

The amendment was put to a vote and was Carried.

The Report, as amended, was put to a vote and was Carried.

Moved by Mr. Gage, seconded by Mrs. Bishop: That correspondence from the Hamilton Secondary School Principals' Council re Second Semester Staffing in the Secondary Schools be referred to the Personnel and Organization Committee.

The Chairman requested and obtained the required two-thirds majority vote to consider the motion.

Moved in amendment by Mr. Darby, seconded by Mr. Korz: That the correspondence be referred to the Salary Committee.

Trustee Stewart requested the record show his opposition to the amendment, expressing his concern that this referral could be a precedent.

The amendment was put to a vote and was Lost.

The motion was put to a vote and was Carried.

Moved by Mr. Stewart, seconded by Ms. MacDonald: That correspondence from Barton Secondary School re Board's decision on Expulsion of a Student be referred to the Personnel and Organization Committee.

Trustee Stewart recalled this was previously received by trustees; however, he would like to address the issue at the appropriate Standing Committee.

The Chairman requested and obtained the required two-thirds majority vote to consider the motion.

The motion was put to a vote and was Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**REPORT OF THE
FRENCH LANGUAGE SECTION
FIRST REPORT**

Present: Trustees Desmarais (Chairman), Paquin and Patenaude.

Officials Present: R. C. Lavoie (Superintendent of Schools, French as a First Language).

The French Language Section recommends:

1. That the News Release from the Ministry of Education and Training dated 1996 11 13 re The Province should pay bigger share of Education Cost be received for information.
2. That the News Release from the Ontario French Language Trustees' Association (AFCSO) dated 1996 11 13 re AFCSO reacts to the Crombie Report be received for information.
3. That the News Release from the Ministry of Education and Training dated 1996 11 04 re The Minister receives Report on school board/teacher bargaining process be received for information.
4. That the News Release from the Ministry of Education and Training dated 1996 11 22 re Moving Ontario students to the head of the class be received for information.
5. That the information from the Ministry of Education and Training dated November 1996 re Third International Math/Science Study (TIMSS) be received for information.
6. That the Presentation of the video « Internet in the classroom » be received for information.
7. That the Verbal Report on the Transportation of Hamilton Students - Student absences caused by HSR Strike be received for information.

8. That the Report on the PFPT-2 Project Submission to the Ministry of Education and Training be received for information.

9. That the Report on the Project « Partners in Training for Career Path » be received for information.

10. That the Report of the Admission Committee be approved and that Aboukar BAM-BO be admitted to École secondaire Georges-P.-Vanier.

Respectfully submitted,

Conference Room
Centre francophone St-Thomas-d'Aquin
1996 12 03

JEAN DESMARAIS
Chairman

**RAPPORT DE LA
SECTION DE LANGUE FRANÇAISE
PREMIER RAPPORT**

Étaient présents : M. Jean Desmarais (président), M. Hubert Paquin (conseiller scolaire), Mme Marie Patenaude (conseillère scolaire).

Administrateur présent : M. R. C. Lavoie (Surintendant des écoles de langue française).

La Section de langue française recommande :

1. que le communiqué du ministère de l'Éducation et de la Formation en date du 13 novembre 1996 : Objet : La province devrait payer une plus grande part des coûts de l'éducation soit reçu à titre d'information.

2. que le communiqué de presse de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 13 novembre 1996 : Objet : L'AFCSO réagit au rapport Crombie soit reçu à titre d'information.

3. que le communiqué du ministère de l'Éducation et de la Formation en date du 4 novembre 1996 : Objet : Le ministre reçoit le rapport sur la négociation collective entre conseil scolaire et les enseignants soit reçu à titre d'information.

4. que le communiqué du ministère de l'Éducation et de la Formation en date du 22 novembre 1996 :

Objet : Pour mettre les élèves de l'Ontario à l'avant-plan soit reçu à titre d'information.

5. que les renseignements du ministère de l'Éducation et de la Formation en date de novembre 1996 : Objet : Troisième enquête internationale sur les mathématiques et les sciences (TEIMS) soient reçus à titre d'information.

6. que la présentation de la vidéo « Internet en salle de classe » soit reçue à titre d'information.

7. que le rapport verbal sur le transport des élèves à Hamilton - Absences supplémentaires causées par la grève de HSR soit reçu à titre d'information.

8. que le rapport de la soumission du projet PFPT-2 au ministère de l'Éducation et de la Formation soit reçu à titre d'information.

9. que le rapport de la soumission du projet de partenariat en formation au cheminement de carrière soit reçu à titre d'information.

10. que le rapport du Comité d'admission soit approuvé et qu'Aboukar BAM-BO soit admis à l'École secondaire Georges-P.-Vanier.

Respectueusement présenté,

Salle de conférence
Centre francophone St-Thomas-d'Aquin
le 3 décembre 1996

JEAN DESMARAIS
Président

REPORT OF THE SALARY COMMITTEE

Present: R. Stewart (Chairman), Trustees Darby, Hill, Lowe and Cunningham.

Officials Present: D. Russon, Manager, Employee Relations, H. Sims, Co-ordinator Teacher Staffing.

The Salary Committee recommends:

GENERAL

1. That, upon completion of the interim assignment as Acting Senior Financial Officer, Lucy Veerman be returned to the position of Budget Manager or the equivalent.

2. That for the remainder of the 1996-97 school year, the original recommendation from the Calendar Committee as follows be the official School Year Calendars for Elementary and Secondary.

School Year - 1996 09 03 to 1997 06 27

1997 03 10-14

March Break

ELEMENTARY

Professional Activity Days

1997 01 27	In-School Planing/Interface
1997 02 21	Program Day
1997 03 27	Interviews / In-School Planning
1997 05 09	Federation Day
1997 06 09	Interviews
1997 06 27	In-School Planning

SECONDARY

Semester I	Begins 1996 09 03; Ends 1997 01 28
Semester II	Begins 1997 01 29; Ends 1997 06 27

Professional Activity Days

1997 01 27 and/or 28

1997 02 21

1997 05 09

1997 06 23 and 06 27

Turnaround/Interface

Program Day

Federation Day

Year End

Respectfully submitted

Committee Room

1996 12 05

R. STEWART

Chairman

REPORT OF THE PROGRAM COMMITTEE FIRST REPORT

Present: Trustees Stewart (Chairman), Bishop, Johnstone, Mulholland, Patenaude, Wall and Cunningham.

Also Present: Trustees Darby, Gage, Johnston, Orban and Rogers.

Officials Present: D. Goodridge (Director of Education and Secretary), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools), F. Cooke (Assistant Superintendent of Program), M. Matier (Assistant Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That Secondary School Principals submit a report on the implementation status of Recommendations 1, 2, 5 and 7 contained in the 1993 08 26 Retention Report Action Plan by June 1997.

2. That the Report re Appointment of Members to the Review Committee - Policy and Procedures for the Selection of Learning Resources be received for information and the following recommendations approved:

(a) That the following nominees be approved for appointment to the Central Review Committee for the term 1997 01 01 to 1997 12 31:

Elizabeth Bond, Superintendent of Program (Chair)
Eleanor Johnstone, Trustee Representative
Geoff Korz, Trustee Representative
Barbara Ledger, Community Representative
Gilbert Mills, Community Representative
Hussein Kayhan, Community Representative
Margaret Mills, Community Representative
Mary-Lou MacDonald, Community Representative

Paul Charles, Community Representative

Maureen Isnor, Hamilton Council of Home and Schools
Representative

Diane Rawsthorn, H.P.A Representative

Harry Traini, H.S.S.P.C. Representative

Sheila Wood, O.S.S.T.F. Representative

Patrick McKenna, O.P.S.T.F. Representative

Nancy Adie, H.W.T.A. Representative

3. That the Presentations - China Trip be received for information.

4. That the following Report of the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee be approved:

(a) That no action be taken with respect to accommodation and consolidation of vocational schools at this time.

(b) That the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee investigate the feasibility of establishing a pilot project for a Grade 7-12 school.

5. That the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee be reconstituted for 1997 to consist of five members appointed by the Chairman of the Board and that the mandate of the committee be: to look into accommodation, consolidation of schools, magnet schools and secondary school reform.

ELEMENTARY/SECONDARY

1. That the Report on Results for the Provincial Grade 9 Reading and Writing Test, 1994-95 be received for information and the following motion approved:

(a) That individual school results be shared by all schools through the school newsletter.

**2. That the Middle School Review (1991-92, 1994-95):
System and School Reports be received for information.**

Respectfully submitted

**Board Room
1996 12 05**

**R. STEWART
Chairman**

**REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE
FIRST REPORT**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, Rogers, and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: D. Goodridge (Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), M. Matier (Assistant Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

GENERAL

The Committee Recommends:

1. That the Review on the Usage of a Video Camera on School Buses be received for information and the following recommendations approved:

(a) That video cameras be employed on school buses as deemed appropriate at no cost to the board, and

(b) That the Transportation Policy be amended to allow the use of video cameras.

2. That the position of Grants Officer be considered by the Fund Raising/Corporate Partnership Policy Committee and that a recommendation may be included in their report to the Operations and Finance Committee due February, 1997.

3. That the following recommendations regarding the Revenue Generation Consortium be approved:

(a) That the Board of Education for the City of Hamilton participate as a member of the Ontario Member School Board Corporation.

(b) That update reports be provided to the members as required.

4. That the Report on the 1997 Resource Management Strategy, including the following Reduction/Revenue Generating Initiatives be received for information:

Reduction Initiatives

Caretaking Alternatives

Collective Bargaining

Outsourcing/Sharing of Services

Shutdown (Christmas/Summer/March Break)

Transportation

School Consolidation

Revenue Generation

Consortiums

Revenue Generation

Sale of Property

5. That the Junior Kindergarten reduction initiatives from the 1997 Resource Management Strategy Report be referred back to the officials.

6. That the following ad hoc committees be reconstituted for 1997 and that the Chairman of the Board appoint five members to each:

CHILD CARE COMMITTEE and that the mandate of the committee be: (a) That the Child Care Program be reviewed annually in accordance with Criteria and Weighing for School/Child Care Link-up and be presented to the Board for approval in May of each year.

FUND RAISING/CORPORATE PARTNERSHIP POLICY COMMITTEE and that the mandate of the Committee be: to develop a system-wide policy and related procedures (using, as appropriate, partnership and development policies provided in the Ketchum Fund Raising Study Report) and that the Committee report back to the Operations and Finance Committee by February, 1997. The purpose of this policy would be to provide direction at both the school and system level on fund raising initiatives and corporate partnerships/sponsorships.

HIV/AIDS INFECTION POLICY REVIEW COMMITTEE and that the mandate of the Committee be to review current practices at least on an annual basis and assess the need for the revision of policies in line with current developments in the medical/legal communities while maintaining a close liaison with the Medical Officer of Health in evaluating all new information with respect to HIV/AIDS (Acquired Immune Deficiency Syndrome/Human Immunodeficiency Infection).

POLICY REVIEW COMMITTEE and that the mandate of the Committee be to review policies of the Board and report back to the Operations and Finance Committee before the end of November, 1997.

TRANSPORTATION COMMITTEE and that the mandate of the committee be to review the Board's Walking Distance Policy and consider any matter pertaining to transportation of students.

TRUSTEE COMMUNICATIONS COMMITTEE and that the mandate of the Committee be to investigate the impact of information gathering, processing and dissemination available to trustees in an attempt to establish communication guidelines for trustees that could be used (in the production of newsletters*) and other forms of trustee communications and that the Chairman report to the Operations and Finance Committee.

***completed.**

7. That the Report on the 1996 Forecast of Expenditures and Revenues be received for information and the following motion approved:

(a) That \$1,021,000 be transferred to the Retirement Gratuity Reserve Fund.

8. That the Report on the 1997 Insurance Premiums be received for information and the following recommendations approved:

(a) That a five year renewal contract be entered into with Ontario School Board's Insurance Exchange for the continuation of the Board's liability insurance portfolio and the 1997 premium of \$317,220 be paid plus applicable taxes.

(b) That the property of every description, automobile, date processing, boiler, machinery and crime portfolios for 1997 be administered through Dalton Insurance and the premium of \$302,737 be paid plus applicable taxes.

(c) That the aviation and travel annual portfolio be renewed with Ontario School Board's Insurance Exchange and that the 1997 premium of \$703.08 be paid plus applicable taxes.

9. That the Report re Policy for Educational Exchanges and Student Recruitment be referred back to the officials.

Clause 10. amended at Board.

10. That an ad hoc Safe Schools Policy Committee be struck to consist of five members appointed by the Chairman of the Board and a Superintendent.

Respectfully submitted

Board Room
1996 12 10

S. HILL
Chairman

**REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
FIRST REPORT**

Present: Trustees Darby (Chairman), Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: P. Gillie (Secretary Pro Tem and Superintendent - Administrative and Operational Services), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), F. Cooke (Assistant Superintendent of Program), M. Matier (Assistant Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. (a) Whereas the Hamilton Board of Education's Director has accepted alternate employment, effective 1997 02 01,

And whereas the Hamilton Board of Education has approached the office of the Ministry of Education and Training for guidance and direction in this matter and at this time, though aware of the situation, the Minister's office will not become involved,

And whereas under the Education Act the Hamilton Board of Education is required to have a Director of Education and Secretary of the Board,

And whereas an appropriate search could not be achieved prior to 1997 02 01,

(i) That there be an internal posting for the position of Interim Director of Education and Secretary of the Board.

(ii) That this position remain in effect until a permanent Director is in place.

(b) (i) That the Chairman of the Board appoint a trustee committee for the purposes of preparing the posting of the Interim Director of Education and Secretary of the Board.

(ii) As well, that this trustee committee be responsible for developing the process for the selection of the permanent Director of Education and Secretary of the Board.

2. That the following recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS**

(a) That the following staff be appointed to the Probationary Cleaning Staff in the position of Cleaner, effective as shown, with salary according to the salary schedule:

Joseph Gagliano, 1996 11 18

Richard Gagnon, 1996 12 09

Donald Howe, 1996 11 18

Shawn MacMunn, 1996 12 09

Steve Matijasic, 1996 11 18

Rose Sporbeck, 1996 12 09

Replacements

Contract Compliance

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS** - Nil

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS** - Nil

7. LEAVING EMPLOYMENT

(a) That the date, 1996 12 19, for Nada Jano (Cleaner, Cleaning Staff) to leave the employ of the Board, be approved.

8. LEAVES - Nil**9. OTHERS - Nil**

* * * * *

3. That the Report re Project Team Leader: Section 27 be received for information and the following recommendation approved:

(a) That the position of Project Team Leader: Section 27 be created.

4. That the Staffing Report - Full Time Equivalent Positions as of 1996 11 30 be received for information.

5. That the Report on Supply Teacher Usage as of 1996 10 31 be received for information.

6. That the Update re Temporary Position of Telephone Receptionist be received for information and the following recommendations approved:

(a) That the temporary position of Telephone Receptionist, Administrative Services, be maintained until approval of a permanent staff position through budget review.

(b) That all school telephone lines be upgraded immediately to touch-tone at an ongoing operational cost of approximately \$18,000 per year.

7. That the Update re Early Morning Dispatcher be received for information and the following motion approved:

(a) That the position of Early Morning Dispatcher continue until further notice.

8. That the Report re Restructuring of Senior Management be referred back to the officials, including the following:

(a) That the assignment of 3 incumbent Assistant Superintendents to Superintendents of Education, effective 1996 11 28, be approved with salary according to the salary schedule.

(b) That the positions of Superintendents of Human Resources, Program and Schools be redefined as Superintendents of Education, effective 1996 11 28.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Catherine Gris (S) be re-appointed to the Probationary Staff, effective 1997 01 01 (.5) (3/3 Sem. 1 only), with salary according to the salary schedule.

New Position – Section 27 (Ministry Funded)

(ii) That the following teachers be appointed to the Probationary Staff, effective 1997 01 01 (.5) (3/3 Sem. 1 only), with salary according to the salary schedule:

Laureen Morrison (S)

Geraldine Sloan (S)

1 Replacement

1 New Position -- Section 27 (Ministry Funded)

2. PERMANENT STAFF APPOINTMENTS

Permanent Staff

(a) (i) That Cherylin Moses (E) be transferred to the Permanent Staff, effective 1997 01 01, with salary according to the salary schedule. **Replacement**

(ii) That Constance Jain (E) be recalled and appointed to the Permanent Staff, effective 1997 01 01, with salary according to the salary schedule.

Replacement

Confirmations

(a) That the following teachers be confirmed in the position stated, effective as shown, with salary according to the salary schedule:

Richard Brooks (S), (Head of Department - Business), 1997 02 01

Richard Bull (E), (Elementary Principal), 1997 01 01

Peter Cipriani (S), (Assistant Head of Department - Technical), 1996 09 01

Elizabeth Eickmeier (S), (Alternative Education Program Leader), 1997 01 01

E. Anne Klaus (S), (Head of Department - French Immersion), 1997 02 01

Ann MacDonald (S), (Assistant Head of Department - Guidance), 1997 02 01

Kathryn McIntyre (S), (Head of Department - Visual Arts), 1997 02 01

Anne Marie Metford (S), (Secondary Vice-Principal), 1997 01 30

Georgina Pain (E), (Elementary Principal), 1997 01 01

Gail Rappolt (S), (Secondary Principal), 1997 01 30

Diane Rawsthorn (E), (Elementary Principal), 1997 01 01

Jane Shipton (E), (Elementary Vice-Principal), 1997 01 01

Martin Strobl (S), (Head of Department - French Immersion), 1997 02 01

3. PROMOTIONS

(a) (i) That the following teacher be appointed to the position stated, effective as shown, with salary according to the salary schedule:

John Fredette (S), (Acting Assistant Head of Department - Vocational), 1996 09 01 **Replacement**

(ii) That the following teachers be appointed to the position of Acting Elementary School Vice-Principal, effective 1997 01 01, with salary according to the salary schedule:

Ruth Ann MacFarlane (E)

Margaret Willett (E)

Replacements

(iii) That Theodore Kocznur (S) be appointed to the position of Acting Secondary School Vice-Principal, effective 1997 01 29, with salary according to the salary schedule. **Replacement**

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES**

(a) That the following timetable changes be approved, effective 1997 01 01 to 1997 01 28, with salary according to the salary schedule:

Corinne Brown (S), .83 to 1.0, (3/3 Sem. 1 & 2)

Geoffrey Coombs (S), .33 to .5 (3/3. Sem. 1 only)

Gary Nolan (S), .66 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

Replacements

(ii) That the following timetable changes be approved, effective 1997 01 01, with salary according to the salary schedule:

Linda Paradis (E), .5 to 1.0

Elaine Stewart (E), .5 to 1.0

Replacements

(iii) That the request for a timetable change of Andrea Kay (E), from 1.0 to .5, approved at the November 1996 meeting, be rescinded.

6. **RETIREMENTS**

(a) (i) That the resignation of Paul William Gordon, Secondary School Principal, for the purpose of retirement, effective 1997 02 28, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Evelyn Brown (S), 1997 01 28

Rudy Brunetti (S), 1997 01 28

David J. Robinson (S), 1997 01 28

(iii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret:

Elizabeth Beaudoin (S), 1996 12 31

Susan Kalbfleisch (E), 1997 01 31

(iv) That the effective date of the retirement of Arthur Joosse (S), approved at the November 1996 meeting, be changed to 1996 04 09.

7. LEAVING EMPLOYMENT - Nil

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Robin Boughan (S), 1996 11 09

Karen Bernyak-Bouwman (E), 1997 02 03 to 1997 08 31

Annette M. Bodo (E), 1997 01 06 to 1997 08 31

Gregg Bullock-Price (E), 1997 01 27 to 1997 08 31

Sharyn D. Gagné (E), 1997 01 01 to 1997 08 31

Penny S. Hamaoka (E), 1997 02 20 to 1997 08 31

Richard Murphy (S), 1996 09 01

Anna Radojewski (E), 1997 01 06 to 1997 08 31

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Judy Dalmer (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 11 11 to 1996 12 31 (.5)

Lynn Hicks (Speech/Language Pathologist, Professional Student Services Personnel), 1997 03 03 to 1997 06 30

Anna Ravida DiFazio (Speech/Language Pathologist, Professional Student Services Personnel), 1997 01 01 to 1997 12 31 (.6)

Reduced Workload Leaves

(a) That the request of Rita Bertoldi (E), for a .5 Reduced Workload Leave of Absence, effective 1996 12 16 to 1997 08 31, be granted.

Leave of Absence - Date Change

(b) That the dates of the Leave of Absence granted to Karen Humphreys (Secretary, Clerical & Technical Staff) at a previous meeting, be changed to 1996 11 07 to 1997 10 03.

Leave Extension

(a) That the request of Theresa H. Bernhardt (E) for an extension of her Leave of Absence, effective 1997 01 01 to 1997 08 31, be granted.

Return from Leave of Absence

(a) That Carrie Collins (S) be returned from her Leave of Absence, effective 1997 01 27.

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Anna M. Brohman (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 16

Norma Rookwood (Secretary, Clerical & Technical Staff), 1997 01 06

S. Gay Stanley (Speech/Language Pathologist, Professional Student Services Personnel), 1997 01 01

9. OTHERS

(a) That the following Elementary School Vice-Principals be re-appointed to the position of Acting Elementary School Principal, effective 1997 01 01, with salary according to the salary schedule:

Gail Belisario

David Repchuck

Replacements

* * * * *

Clause 2. deleted at Board

2. That the Report re Senior Social Worker be received for information and the following recommendation approved:

(a) That the position of Senior Social Worker be created from within the existing Social Worker staff complement.

Respectfully submitted

Board Room
1996 12 12

G. DARBY
Chairman

REPORT OF THE SALARY COMMITTEE

Present: Trustees Stewart (Chairman), Darby, Hill, Lowe and Cunningham.

Officials Present: D. Russon, Manager, Employee Relations and H. Sims, Co-ordinator Teacher Staffing.

The Salary Committee recommends:

GENERAL

1. That, upon completion of the interim assignment as Acting Senior Financial Officer, Lucy Veerman be returned to the position of Budget Manager or the equivalent.

Respectfully submitted

Committee Room
1996 12 05

R. STEWART
Chairman

**REPORT OF THE SPECIAL
IN-CAMERA MEETING OF THE
PERSONNEL AND ORGANIZATION COMMITTEE**

Present: Trustees Darby (Chairman), Johnston, Korz, Orban and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, MacDonald, Mulholland, Patenaude, Rogers, Stewart and Wall.

Official Present: D. Goodridge (Director of Education and Secretary).

The Committee recommends:

GENERAL

1. That the appointment of Elizabeth Bond to the position of Superintendent of Program be extended, effective 1997 01 01, subject to a mutually agreeable contract.
2. That David Attwood be re-instated to a Cleaning position.

Respectfully submitted

Board Room
1996 12 19

G. DARBY
Chairman

**REPORT OF THE SPECIAL MEETING
OF THE OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Johnston, Johnstone, Korz, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: D. Goodridge (Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language), M. Matier (Assistant Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Report re Sale of Property - Southview School, as follows, be received for information:

(a) That the offer from Timothy Canadian Reformed School Society in the amount of Two Hundred and Ninety Seven Thousand Dollars (\$297,000) for the purchase of Southview School and site - 205 Queensdale Avenue East, Hamilton (Lots 105, 106, 107, 108, 109, 110, 111, 112 and Part of Lots 32 and 33, Plan 212) be accepted and the funds realized from the sale be placed in Capital Reserves.

2. That a committee consisting of five members appointed by the Chairman of the Board continue to liaise with the area Members of Provincial Parliament and report regularly to trustees.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education and Secretary be approved:

(a) That the following trip requests be approved:

(i).Burkholder, Grades 6 to 8 ["Le Carnaval de Bonhomme" Trip, Quebec City], 1997 02 05-08 (Wednesday to Saturday).

(ii).C. B. Stirling, Grade 3 [Canterbury Hills, Ancaster, Ont.], 1997 06 19-20 (Thursday to Friday).

(iii).Chedoke, Grade 7 [Camp Wanakita, Haliburton, Ont.], 1997 01 15-17 (Wednesday to Friday).

(iv).Dalewood, Grade 7 [YMCA Camp Wanakita, Haliburton, Ont.], 1997 01 07-10 (Tuesday to Friday).

(v).Highview, Grade 7 [Camp Kinark, Minden, Ont.], 1997 02 25-28 (Tuesday to Friday).

(vi).Highview, Grade 6 [Camp Wanakita, Haliburton, Ont.], 1997 05 26-28 (Monday to Wednesday).

(vii).Lake Avenue, Grades 6 to 8 [Camp Wanakita, Haliburton, Ont.], 1997 01 12-15 (Sunday to Wednesday).

(viii).Norwood Park, Grades 7 to 8 [St. Donat, Quebec], 1998 01 04-07 (Sunday to Wednesday).

(ix). Barton, Grades 9 to OAC [Hockey Tournament, Huntsville, Ont.], 1997 01 08-10 (Wednesday to Friday).

(x). Delta, Grades 9 to OAC [Ski Trip, Blue Mountain], 1997 01 27 (Monday).

(xi). Glendale, Grades 9 to OAC [Ski Trip, Ellicottville, New York], 1997 01 27-28 (Monday to Tuesday).

(xii). Glendale, Grades 9 to 10 [Basketball Tournament, Windsor], 1997 02 16-18 (Sunday to Tuesday).

(xiii). Glendale, Grades 9 to OAC [Music Performances, Cleveland, Ohio], 1997 05 15-17 (Thursday to Saturday).

(xiv). Hill Park, Westdale, Westmount, Grades 9 to OAC [Ski Trip, Ellicottville, New York], 1997 01 28 (Tuesday), 1997 02 19 (Wednesday), 1997 03 05 (Wednesday), 1997 03 21 (Friday).

(xv).Hill Park, Grades 9 to OAC [Ski Trip, Talisman Ski Resort], 1997 02 28 (Friday).

(xvi).Sherwood, Grades 10 to OAC [Dog Sledding Expedition, South River, Ont.], 1997 01 24-26 (Friday to Sunday).

(xvii).Sir Allan MacNab, Grades 9 to 10 [Montreal Trip], 1997 02 19-22 (Wednesday to Saturday).

(xviii).Sir John A. Macdonald, Grades 9 to 12 [Ski Trip, Talisman Ski Resort], 1997 01 10 (Friday).

(xix).Sir Winston Churchill, Grades 9 to OAC, [History Trip, Greece], 1997 08 04-13 (Monday to Wednesday).

(xx).Westdale, Grades 11 to OAC [Basketball Game, University of Buffalo, U.S.A.], 1997 01 19 (Sunday).

(xxi).Westdale, Grades 9 to 10 [Basketball Tournament, Peterborough, Ont.], 1997 02 07-08 (Friday to Saturday).

(xxii).Westdale, Grade 10 [Camping Trip, Bruce National Park], 1997 05 28-30 (Wednesday to Friday).

(xxiii).Westmount, Grades 9 to OAC, [Music Competition, Boston, Massachusetts], 1997 05 07to11 (Wednesday to Sunday).

Respectfully submitted

Board Room
1996 12 19

S. HILL
Chairman

MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF EDUCATION

Board Room
Education Centre
1977-01-09

The Board met.

Present: Thomas Cunningham (Chairman), Helen Dwyer, Catherine Kelly, Bill Johnston, Lewis MacDonald, Michael O'Connell, John Rogers, Stewart and Will.

Officer Present: D. Goodridge (Director of Education and Services), P. Gillis (Superintendent - Administration and Operational Services), E. Reid (Superintendent of Personnel), R. Lewis (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools), J. Murray (Assistant Superintendent of Schools) and W. Gault (Assistant Superintendent of Programs).

The Secretary noted that copies of the last Board meeting minutes were being sent to all members of the Board. The minutes were also being sent to the Board of Education.

RESOLUTION

Resolution 1: Teachers' Association. The Board of Education, in its capacity as employer, has the honor to acknowledge the contribution of Teachers' Association to the Board of Education. (Page 63)

During the past year with negotiations with the A.T.E. Union & T.P.A. Thomas Dwyer declared a possible conflict of interest and left the Board Room.

Moved by Mrs. Kelly, seconded by Mr. Stewart. That the Board approve a resolution that 2300 hours - Carfax.

Moved by Mr. Stewart, seconded by Mrs. Lewis. That the Board of Education, dated 1977-01-09, be approved and passed and that all necessary action be taken.

MINUTES OF THE SPECIAL IN-CAMERA MEETING OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 01 09

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Hicks, Hill, Johnston, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: D. Goodridge (Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), R. Lavoie (Superintendent of Schools, French as a First Language), S. Thompson (Assistant Superintendent of Schools), M. Matier (Assistant Superintendent of Schools) and F. Cooke (Assistant Superintendent of Program).

The Secretary noted that regrets for not being able to attend this evening's meeting were received from Trustees Gage, Korz and Patenaude.

GENERAL

Instructions to Teachers (Secondary School) during a sanction

Ms. Russon, Manager, Employee Relations, reviewed the proposed Instructions to Teachers. (Page 63)

Noting the item dealt with negotiations with O.S.S.T.F, District 8, TPA, Trustee Darby declared a possible conflict of interest and left the Board Room.

Moved by Mrs. Hill, seconded by Mr. Stewart: That the Board continue to meet past 23:00 hours. Carried.

Moved by Mr. Stewart, seconded by Mrs. Lowe: That the Instructions to Teachers, dated 1997 01 09, be approved and issued immediately to all secondary school teachers.

At Trustee Mulholland's request, the motion was put to a recorded vote and was Carried. Those in favour: Trustees Cunningham, Bishop, Wall, Hicks, Johnston, Orban, Lowe, Rogers, MacDonald, Stewart, Hill and Cunningham; those opposed: Trustee Mulholland. Absentions: Trustees Desmarais and Paquin.

The Chairman agreed to schedule a Special In-camera Meeting of the Board next week for the purpose of addressing extra-curricular activities during the work-to-rule.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

1997 01 09

INSTRUCTIONS TO TEACHERS

As well as the duties directly assigned by the Board, Principal or Supervisory Officer, we wish to clarify and instruct that you are expected and required to continue to perform your general duties as teachers and to act in accordance with the following:

1. Teachers are to continue to be available at their school or other workplace to perform all assigned duties and to undertake all necessary duties including:

- supervision assigned by the Principal or Supervisory Officer;
- remedial assistance with learners;
- meetings with staff and other Board personnel; and
- meetings with parents or learners.

If the fulfillment of these duties necessitates your attendance prior to 15 minutes before the start of the learners' instructional program or later than 15 minutes after the conclusion of the learners' instructional program, you are required to be present.

2. Teachers shall teach all classes and carry out all supervisory duties assigned to them by the Principal or Supervisory Officer.

3. Teachers shall attend all meetings currently, or subsequently, scheduled with staff, administration, parents or learners and shall continue to make themselves available for any consultations required with staff, parents or learners.

4. It is a Teacher's professional duty to be prepared for class and to have all test or examination marks and pupil evaluation completed in a timely fashion or as may be required by the Principal. Teachers are required to continue:

- to come to school each day prepared to teach their courses in fulfillment of the Board and Ministry requirements so that there will be no disruption or interruption of classroom instruction;

- to complete marking, testing and evaluation and to complete other tasks normally expected of Teachers without disruption to the classroom; and

- to submit marks and evaluations in accordance with instructions from the Principal or Supervisory Officer.

5. Scheduled field trips related to the Board or Ministry Program which have been previously submitted by the teacher and approved by either the Principal, a Supervisory Officer or the Board shall continue as part of the instructional program.

Note: If a teacher is in doubt as to the status of a trip, the teacher shall take no action to cancel, postpone or delay the trip without the approval of the Principal and Supervisory Officer.

6. All Teachers are encouraged to continue to participate in Board or school committees which they have undertaken.

7. Teachers of Co-operative Education learners shall continue to monitor their placements even if such monitoring can only occur outside of the learner's normal instructional day.

**MINUTES OF THE SPECIAL IN-CAMERA
MEETING OF THE BOARD**

Education Centre
Board Room
1997 01 13

The Board met.

Trustees Cunningham (Chairman), Bishop, Desmarais, Hicks, Hill, Korz, Lowe, Johnston, MacDonald, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: D. W. Goodridge (Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for not being able to attend this evening's meeting were received from Trustees Darby, Gage, Johnstone and Rogers.

GENERAL

Action taken by the Board is not included in this public record of the meeting as the subject-matter under consideration involved decisions in respect of negotiations with employees of the Board [Section 183 (1a) (d) of the Education Act].

The meeting then adjourned.

Adopted as presented.

.....
Chairman

MINUTES OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 01 16

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: D. W. Goodridge (Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Superintendent of Program), M. Matier (Assistant Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Board met in-camera prior to the public meeting and the following action was taken:

Moved by Mr. Stewart, seconded by Mrs. Hill: That the Report of the Salary Committee, dated 1997 01 07, be adopted. Carried.

Other action taken at the in-camera session is not recorded in these public minutes as per Section 207 of the Education Act.

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais and Gage.

A moment of silence was held in honour of the late Gordon Price, retired Director of Education and Secretary of the Board from 1961 to 1975.

On behalf of the Board the Chairman offered sympathies to the Chairman of the French Language Section, Trustee Desmarais, in the sudden passing away of his wife on 1997 01 14.

When the Chairman called for confirmation of the minutes, it was moved by Mr. Stewart: That the minutes of the special meeting of 1996 11 27 be amended to include the following action prior to the motion to expel the student from the Board of Education for the City of Hamilton:

“Moved by Mrs. Bishop, seconded by Mrs. Johnstone: That the Superintendent bring back an alternative recommendation. Carried.

Mr. Quinn responded that administration is not prepared to consider an alternative recommendation based on the seriousness of the situation.

D. Goodridge, M. Quinn, M. Matier, S. Thompson and the Principal; and the student's parent, the student and their legal counsel left the Board Room.”

The motion was put to a vote and was Carried.

The minutes, as amended, were put to a vote and were Carried.

The Secretary drew the members' attention to the correspondence attached to the agendas.

Moved by Mrs. Bishop, seconded by Dr. Johnston: That the resolution from the Windsor Board of Education regarding Ministry and Government announcements be received and filed. Carried.

Presentation of Reports

Program Committee - Mr. Stewart

Operations and Finance Committee - Mrs. Hill

Personnel and Organization Committee - Mr. Darby

Salary Committee - Mr. Stewart

Moved by Mr. Stewart, seconded by Mrs. Johnstone: That the General Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Mrs. Wall: That the General Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mrs. Bishop: That the General Part of the Report of the Personnel and Organization Committee be adopted. Carried.

Moved by Mr. Stewart, seconded by Mrs. Lowe: That the Report of the Salary Committee dated 1997 01 13 be adopted.

Trustee Darby declared a conflict of interest and stated he would neither debate nor vote on the motion.

The Chairman noted that Trustee Darby, a member of the Salary Committee, did not take part in any of the proceedings in reaching this memorandum of agreement.

The motion was put to a vote and was Carried.

Moved by Mrs. Hill, seconded by Mr. Mulholland: That the following motion, adopted by the Board on 1996 12 10, be rescinded.

Whereas: 1. The Report of the Fact Finder was made public on 1996 09 09 and 60 days have elapsed by 1996 11 11.

2. The Board and the O.S.S.T.F. Branch Affiliate have been unable to agree on measures to produce the savings required by the Board to offset decreased Provincial Government grants.

BE IT RESOLVED that the Board, pursuant to its powers under the *Education Act* and s.10(3) of the *School Boards & Teachers Collective Negotiations Act*, changes the following terms and conditions of employment set out in the expired Agreement between the Board and District 8, O.S.S.T.F. ("Agreement"), such changes to be effective on and after 1997 01 29.

1. There will be eight Department Heads in each composite secondary school.

2. Staffed Annually shall mean staffed as of October 31.

3. The Composite Secondary School System shall be staffed annually as of October 31st according to a PTR not greater than 16.5:1.

The Vocational Secondary System shall be staffed annually as of October 31 according to a PTR not greater than 12.2:1.

4. The PTR is defined as the number of full-time equivalent students of the Hamilton Secondary Schools (Grade 9 to OAC) on October 31st, divided by the full-time equivalent teachers in these schools excluding TMR programmes and Section 27 programmes.

The motion was put to a vote and was Carried by the required two-thirds majority.

FRENCH LANGUAGE SECTION

Presentation of Report - Mr. Paquin

Moved by Mr. Paquin, seconded by Ms. Patenaude: That the Report of the Special Meeting of the French Language Section be adopted. Carried.

ELEMENTARY/SECONDARY

Trustee Korz gave notice that he will move or cause to be moved at the next regular meeting of the Board or special meeting called for that purpose the following motion:

“WHEREAS the public education system in Ontario has a duty to reflect the values and beliefs of the families who use it and pay for it through their tax dollars, and

WHEREAS the religious doctrines of families can be reasonably introduced during lunchtime instruction by clergy and other religious leaders, and

WHEREAS the current provincial regulations have been interpreted to prohibit such instruction during school lunch periods, and

WHEREAS the Minister of Education has indicated willingness to revisit the issue of instruction in religious doctrine during lunch periods,

BE IT RESOLVED that the Hamilton Board of Education petition the Minister of Education to introduce measures to allow during lunch periods in public schools instruction in the religious doctrines of families who seek such programs, and that such instruction be allowed to be presented by clergy and other recognized religious leaders.

BE IT FURTHER RESOLVED that the Hamilton Board of Education seek the support of the Ontario Public School Boards' Association and other boards across Ontario."

Moved by Mr. Stewart, seconded by Mr. Mulholland: That the Elementary/Secondary Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Ms. Orban: That the Elementary/Secondary Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mrs. Wall: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted. Carried.

Prior to adjournment, the Chairman noted that this was the last meeting Mr. Goodridge would be presiding over as Director of Education and Secretary of the Board, and wished him well as he moves to Vancouver, British Columbia.

Trustee Johnston added his appreciation to the Director for the work he has accomplished in a most difficult time, citing his leadership qualities that were so desperately needed.

Mr. Goodridge responded by expressing to the corporate body of the Board his sincerest appreciation for the privilege of serving as

the Director and Secretary. He highlighted his visits to the schools in this system which have shown the tremendous foundation on which this Board is built. In that light, he paid tribute to those who have gone before and served the cause of public education and who are responsible for the foundation that serves the students and community.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**REPORT OF THE SPECIAL MEETING
OF THE FRENCH LANGUAGE SECTION**

Present: Trustees Paquin (Chairman Pro Tem) and Patenaude.

Official Present: R. Lavoie, Superintendent of Schools,
French as a First Language

The French Language Section recommends:

1. That the following recommendations of the Superintendent of Schools - French as a First Language be approved:

A. STAFFING

1. Probationary Staff Appointment(s)

a) That Roger LaChaine be appointed to the Probationary Staff, effective 1997 02 01, with salary according to the salary schedule.

6. Retirement(s)

That the resignation of Jean-Guy Bélanger for the purpose of retirement, effective 1997 01 31, be accepted with regret and the Board's gratuity be paid.

Respectfully submitted

Committee Room
1997 01 16

H. PAQUIN
Chairman Pro Tem

RAPPORT EXTRAORDINAIRE DE LA SECTION DE LANGUE FRANÇAISE

Étaient présents : M. Paquin (Président par interim) et Mme Patenaude (conseillers scolaires).

Administrateurs présents : D. W. Goodridge (Directeur de l'éducation et Secrétaire) et R. C. Lavoie (Surintendant des écoles de langue française).

La Section de langue française recommande :

1. que les propositions du Surintendant des écoles de langue française soient approuvées telles que présentées aux membres :

A. DOTATION EN PERSONNEL

1. Nomination(s) du personnel stagiaire

a) que Roger LaChaine soit nommé au personnel stagiaire à partir du 1^{er} février 1997 selon les conditions de l'entente en vigueur.

2. Nomination(s) du personnel permanent - Aucune

3. Promotion(s) - Aucune

4. Nomination(s) interne(s) - Aucune

5. Changement(s) d'assignation - Aucun

6. Retraite(s)

a) que la démission de Jean-Guy Bélanger pour fins de retraite à partir du 31 janvier 1997 soit acceptée avec regrets et que la prime du Conseil lui soit payée.

7. Résiliation(s) d'emploi - Aucune

8. Congé(s) - Aucun

Respectueusement présenté

Salle de réunion
le 16 janvier 1997

H. PAQUIN
Président par itérim

REPORT OF THE PROGRAM COMMITTEE

SECOND REPORT

Present: Trustees Stewart (Chairman), Bishop, Johnstone, Mulholland, Wall and Cunningham.

Also Present: Trustees Darby, Desmarais, Hill, Johnston, Korz, Lowe, MacDonald, Orban, Paquin and Rogers.

Officials Present: D. Goodridge (Director of Education and Secretary), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Assistant Superintendent of Program), M. Matier (Assistant Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Progress Report on the Review of Special Education Programs be received for information and the following recommendation approved:

(a) That a Report on the Factors which Mediate Success for Exceptional Students be brought back to the Program Committee in January, 1998.

2. That the Response from the Officials to the Presentation by Strathcona Home and School Association re the Consultation Process for New Blended Classes be received for information and that the Assistant Superintendent of Schools continue to implement the following strategies:

(a) Additional opportunities for parents to discuss and understand the concept of blended classes be provided (February-April 1997).

(b) An evaluation of year one of the program including a parent survey of all parents whose children are involved be conducted (April/May 1997).

(c) An information meeting organized through the School Council be planned to communicate the results of the evaluation (May 1997).

(d) A collaborative decision-making process involving parents, staff and administration be completed to determine the school organization for the 1997-98 school year (June 1997).

3. That the following Report of the Supervised Alternative Learning for Excused Pupils Committee be approved:

(a) That the SALEP Program be re-located to Crestwood School for the balance of the school year and that this be reviewed by June, 1997.

ELEMENTARY/SECONDARY

1. That the presentation by Mr. Jim Enos relative to Sex-Education Materials be referred to the Officials for a report back to the February meeting of the Program Committee and that, during this time, the two videos -- Headful of Questions and Choices -- in the "Growing Up Series" not be used in the schools.

Respectfully submitted

Board Room
1997 01 09

R. STEWART
Chairman

**REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE
SECOND REPORT**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: P. Gillie (Superintendent - Administrative and Operational Services and Secretary Pro Tem), L. Veerman (Acting Senior Financial Officer and Treasurer), M. Quinn (Superintendent of Schools) and M. Matier (Assistant Superintendent of Schools-Mountain).

The Committee recommends:

GENERAL

1. That the Update on Accommodation be received for information and the following recommendations approved:

(a) That the preliminary schedule of projects summarized in Appendix One be received for information for the 1997 Budget, subject to final details from the Ministry of Education and Training and budget review.

(b) That the 1997 Approved Budget include, in addition to monies budgeted for Preventative Maintenance, the Board estimated share for Facilities Renewal (\$439,452), subject to final details from the Ministry of Education and Training.

(c) That approval be given to go to tender, as of 1997 01 20, for the major renovation of Glendale Phase III to be completed in 1997 at an estimated cost of \$1,500,000.

(d) That a workshop to update the Board on the process for selecting an Energy Services Company (ESCO) be held in late January 1997.

2. That revised Position Description Questionnaires salaries for all jobs be reported to the Personnel and Organization Committee.

3. That the Board of Education for the City of Hamilton support the following resolution by the Carleton Roman Catholic School Board regarding the negative statements by the Minister of Education and Training:

(i) That the Minister of Education and Training and the Premier of Ontario be requested to:

(a) Recognize the high quality of education presently offered to students in Ontario and refrain from further unsubstantiated, derogatory comments on the provincial education system.

(b) Recognize the serious impact on students of further funding reductions to education "Cuts Hurt Kids".

(c) Enter into realistic and meaningful consultation with all education stakeholders that will lead to positive change for students based on the recommendations of the Royal Commission on Learning.

(d) Recognize the Minister of Education and Training's primary role as advocate and proponent of our educational system.

4. That the following Report of the Trustee Communications Committee be sent back to the Committee to complete its original mandate:

(a) That the Ontario Public School Board's Association video -- "What did you learn in school today" be placed in the Dr. Harry Paikin Library and that School Councils be made aware of, possibly through the PROFs, and encouraged to view this video.

(b) That the trustees' inclusion in the system distribution of all PROFs information be approved, in principle, and that this issue be referred to the officials for consideration and review.

(c) That, in order to widen the scope for information gathering, the term "electronic" be deleted from the Board-approved 1996 mandate of the Trustee Communications Committee.

(d) That a 5-minute update be allotted under "Communications" at the regular Board meeting for trustees to report on various activities they have participated in for the benefit of the Board.

5. That the following Report of the Policy Review Committee be referred back to the Committee for further study:

(a) That the Policy Statement and Operating Procedure for School Closures be approved.

(b) That this Policy be reviewed in 2000.

6. That the March meeting of the Operations and Finance Committee be rescheduled to Tuesday, 1997 03 04 at 18:15 hours.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education be approved:

(a) That the following trip request be approved:

(i) Sherwood Secondary, Grades 10 to OAC [National Musicfest, Ottawa, Ont.], 1997 05 21-25 (Wednesday to Sunday).

Respectfully submitted

Board Room
1997 01 07

S. HILL
Chairman

**REPORT OF THE PERSONNEL AND
ORGANIZATION COMMITTEE
SECOND REPORT**

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: D. W. Goodridge (Director of Education and Secretary), D. Russon (Manager, Employee Relations), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Assistant Superintendent of Program), M. Matier (Assistant Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools). and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Committee recommends:

GENERAL

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS** - Nil

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. RETIREMENTS - Nil**7. LEAVING EMPLOYMENT- Nil****8. LEAVES - Nil****Leave of Absence - Date Change**

(a) That the dates of the Leave of Absence granted to Karen Chaikoff (Co-ordinator, Research Services, Clerical & Technical Staff) at a previous meeting, be changed to 1996 11 05 1997 03 03.

Return from Leave of Absence

(a) That Eva Kern (Clerk-Typist, Clerical & Technical Staff) be returned from a Leave of Absence, effective 1996 12 30.

9. OTHERS - Nil

* * * * *

2. That the Staffing Report - Full Time Equivalent Positions as of 1996 12 31 be received for information.

3. That the Report on Supply Teacher Usage as of 1996 11 30 be received for information.

4. That the Report on Substitute Cleaner/Casual Assistance Usage as of 1996 11 30 be received for information.

5. That the 1995 and 1996 Temporary Assistance Expenditures Report be received for information.

6. That the Report of Elementary and Secondary Enrolment and Class Size be received for information.

7. That the March meeting of the Personnel and Organization Committee be re-scheduled to Tuesday, 1997 03 18 at 18:15 hours.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS - Nil**2. PERMANENT STAFF APPOINTMENTS - Nil****3. PROMOTIONS**

(b) That the following staff be promoted to the position stated, effective as shown, with salary according to the salary schedule:

Susan Dunlop, Bookstore Secretary - Level 3 (Secondary School Clerical & Secretarial Staff), 1997 01 20

Johanna Harrod, Guidance Secretary - Level 4 (Secondary School Clerical & Secretarial Staff), 1997 01 06

Kim Wilson, Guidance Secretary - Level 4 (Secondary School Clerical & Secretarial Staff), 1997 01 06

4. INTERNAL APPOINTMENTS - Nil**5. TIMETABLE CHANGES - Nil****6. RETIREMENTS**

(a) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Julia Beryl Amy (E), 1997 02 14

Michael Golych (S), 1997 01 28

Robert Douglas Smith (S), 1997 01 28

7. LEAVING EMPLOYMENT - Nil

8. LEAVES**Leave of Absence**

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Marina Intson (E), 1997 02 03 to 1997 08 31

Diane Zolinski (S), 1996 12 18 to 1997 08 31

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Lori DeLuca (Secretary, Clerical & Technical Staff), 1997 03 17 to 1997 11 14

Pauline Vanderwal (Student Records Secretary, Secondary School Clerical & Secretarial Staff), 1997 01 06 to 1997 03 14

9. OTHERS

(b) We regret to announce the death of Shirley Morley (Elementary School Secretary, Clerical & Technical Staff) on 1996 12 13.

Respectfully submitted

Board Room
1997 01 09

G. DARBY
Chairman

REPORT OF THE SALARY COMMITTEE

Present: Trustees Stewart (Chairman), Hill, Lowe and Cunningham.

Officials Present: D. Russon (Manager, Employee Relations).

The Committee recommends:

GENERAL

1. That the Board ratify the terms and conditions of the Memorandum of Agreement reached with the Ontario Secondary School Teachers' Federation, District 8, TPA, representing Secondary School Teachers. (Page 84)

Respectfully submitted

Committee Room
1997 01 13

R. STEWART
Chairman

**MEMORANDUM OF AGREEMENT BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON**

**AND
OSSTF, DISTRICT 8, T.P.A.**

- (1) The parties agree that the terms of this Memorandum shall constitute full settlement on all matters in dispute.
- (2) All terms of settlement shall take effect on date of ratification unless otherwise specified in this language.
- (3) The undersigned representatives agree to recommend acceptance of the terms of this memorandum of agreement to their respective principals.
- (4) The term of the Collective Agreement shall be from September 1, 1995 up to and including August 31, 1998.
- (5) Any obvious errors or omissions in this document will be corrected in accordance with the negotiations and agreements reached between the parties.
- (6) As part of this settlement, O.S.S.T.F., District 8, T.P.A. agrees to withdraw the bad faith bargaining complaint against the Board.

Dated at Hamilton this 13th day of January, 1997.

**ON BEHALF OF O.S.S.T.F.
DISTRICT 8, TPA**

ON BEHALF OF THE BOARD

AGREED TO LANGUAGE**Article 7.05 Amend to read:**

The salary that is held back shall be held in trust by the Hamilton Teacher's Credit Union and shall be paid to the teacher during the period in which the leave is taken. The interest shall be paid to the teacher in the year it is earned.

(a) Schedule - Year's Leave**(i) Year one of Collective Agreement**

Latest date of Application	Earliest Date of Leave	Salary Holdback
Sept. 15/95	Sept. 1/96 or Feb. 1/97	33%
	Sept. 1/97 or Feb. 1/98	25%
	Sept. 1/98 or Feb. 1/99	20%

If the leave is to commence on September 1st of the year, salary holdback shall commence effective September. If the leave is to commence on February 1st of the year, salary holdback shall commence effective February.

(ii) Year two of Collective Agreement

Latest date of Application	Earliest Date of Leave	Salary Holdback
Sept. 15/96	Sept. 1/97 or Feb. 1/98	33%
	Sept. 1/98 or Feb. 1/99	25%
	Sept. 1/99 or Feb. 1/2000	20%

If the leave is to commence on September 1st of the year, salary holdback shall commence effective September. If the leave is to commence on February 1st of the year, salary holdback shall commence effective February.

(iii) Year three of Collective Agreement

Latest date of Application	Earliest Date of Leave	Salary Holdback
Sept. 15/97	Sept. 1/98 or Feb. 1/99	33%
	Sept. 1/99 or Feb. 1/2000	25%
	Sept. 1/2000 or Feb. 1/2001	20%

If the leave is to commence on September 1st of the year, salary holdback shall commence effective September. If the leave is to commence on February 1st of the year, salary holdback shall commence effective February.

(b) Schedule - Semester Leave

(i) Year one of Collective Agreement

Latest date of Application	Earliest Date of Leave	Salary Holdback
Sept. 15th of each year	Sept. 1/97	Salary holdback will range from 25% to 10% depending on the year the teacher applies and the proximity to the period of leave.
	Feb. 1/98	
	Sept. 1/98	
	Feb. 1/99	
	Sept. 1/99	
	Feb. 1/2000	
	Sept. 1/2000	
	Feb. 1/2001	

If the leave is to commence on September 1st of the year, salary holdback shall commence effective September. If the leave is to commence on February 1st of the year, salary holdback shall commence effective February.

Article 18 - Employee Benefits

18.00 (a) Renumber present language as (a) (i). New (a) (ii) as follows:

Effective September 1, 1997 the Board shall contribute one hundred per cent (100%) of the premium cost as of January 1, 1997 of the following plans:

Semi-Private Hospital Care

Extended Health (Vision Care \$250/2 years)

Hearing Aids - \$500 every 5 years

Basic Group Life Insurance (up to \$50,000 coverage)

Note: Vision Care to include reference re: prescription safety glasses for science, technical, art and physical education teachers.

18.00 (h) New:

Effective March 1, 1997, the following amendments will be incorporated into the Extended Health Care and Dental Plans:

Extended Health - Massage Therapy - capped at \$10 per visit to a maximum of \$225/yr.

Dispensing Fee - capped at \$7.00 per prescription.

Dental Coverage - Recall every nine (9) months.

18.06 Renumber present language as (i).

Effective September 1, 1997 insert present language and amend ODA rate to 1995. Also amend ODA rate in 18.06 (b) and (c).

Article 25 - Staffing

Article 25 (Pages 45-55) DELETE

Composite Secondary Schools

25.00 Amend to read:

Composite Secondary Schools, Vocational Secondary Schools and all other Credit Granting Programmes shall be staffed in accordance with Article 25.

25.01 Amend to Read:

Renumber current language as 25.01 (i).

New 25.01 (ii)

Effective September 1, 1997, except as specifically provided for elsewhere in Article 25, each composite secondary school shall be staffed annually as follows:

(a) "Staffed Annually" shall mean staffed as of October 31. This shall not prevent the Board from adding staff on other occasions to meet the needs of a school/programme.

(b) A semester shall be defined as one half of a school year.

25.02 Renumber as (a). New (b) as follows:

Effective the 1997-98 school year, the Composite Secondary School system shall be staffed annually as of October 31st according to a PTR not greater than 16.3:1.

Vocational Secondary Schools

25.13 Renumber as (i). New (ii) as follows:

Effective the 1997-98 school year, the Vocational Secondary System will be staffed annually as of October 31st according to a PTR not greater than 12.2:1.

Assigned Time - School Instructional Timetable

25.21 Renumber present 25.21 as (i). New 25.21 (ii) as follows:

Effective for the 1997-98 school year, in non-semestered schools and semestered schools (average of two (2) semesters), the maximum assigned time for a teacher shall be 75% of S.I.T., designated as follows:

(a) Department Head Composite (in a department with 12 or more lines) and Program Leader Alternative Education - 12.5% of S.I.T. Department Administration, 62.5% of S.I.T. teaching and other professional duties

(b) Department Head Vocational - 25% of S.I.T. Department Administration, 50% of S.I.T. teaching and other professional duties

(c) Department Head Composite (in a department with fewer than 12 lines), Assistant Department Head and Teachers - 75% of S.I.T. teaching and other professional duties.

25.22 (a) Renumber present language as 25.22 (a) (i). New 25.22 (a) (ii) as follows:

Effective the second semester of the 1996-97 school year, in addition to the maximum assigned time in 25.21 (a), (b) and (c) above, the Principal of a Composite Secondary or Vocational Secondary School may assign a teacher to replace absent teachers and to perform occasional supervisory duties as the need arises up to the equivalent of twenty (20) one-half period coverages per semester.

Alternative Education Program

25.23 Renumber present 25.23 as (a). New 25.23 (b) as follows:

Effective the 1997-98 school year, as of October 31st, the PTR in the Alternative Education Programmes shall not exceed 16.3:1.

Adult and Continuing Education Programs

25.26 Amend to read:

Staffing for Adult and Continuing Education programmes shall be exempted from the Pupil Teacher Ratio staffing model.

25.29 Protocol for System Staff Allocation and School Deployment Committees

(c) Renumber as (i). New c (ii) as follows:

Effective the 1997-98 school year, the PTR is defined as the number of full-time equivalent students of the Hamilton Secondary Schools (Grade 9 to OAC) on October 31st, divided by the full-time equivalent teachers in these schools excluding TMR programmes, Section 27 programmes, Jackson High programme, the Mall programme, Autistic Classes, Orthopaedic Classes, SLD Classes and Auditorially Impaired Classes.

(e) Renumber as (i). New e (ii) as follows:

Effective the 1997-98 school year in the event actual enrollment in Hamilton as of October 31 exceeds the projected enrollment, the Board shall authorize the hiring of the required number of such additional teachers in accordance with the PTR above.

(h) Effective the 1997-98 school year - amend "September enrollment projections" to read "October enrollment projections".

Article 30 - Leave for Federation Business

30.00 Amend to read:

Upon written request, the Board shall grant a leave of absence for a period up to a maximum of one year to the President and/or Vice President and/or Benefits Information Officer, of O.S.S.T.F., District 8, TPA. The leave shall be without loss of salary or employee benefits and OSSTF, District 8, T.P.A. shall reimburse the Board for each full-time position granted the equivalent of the salary at Category 2, Year 1, in clause 11.00 and if applicable including any responsibility allowance. Effective September 1, 1997, the reimbursement for each full-time position granted shall be equivalent to the salary at Category 3, Year 2 in clause 11.00 and if applicable including any responsibility allowance. The President, Vice-President and Benefits Information Officer of OSSTF, District 8, T.P.A., shall continue to accumulate sick leave credits while serving in these elected positions.

Article 34 - Term of the Agreement

34.00 Amend to read:

This Agreement shall come into force and take effect on the first day of September, 1995 and shall remain in force until the 31st day of August, 1998.

Appendix "D"

DELETE (There is an agreement between the Hamilton Board and Wentworth County Boards and their branch affiliates regarding hiring preference to be given to redundant teachers from either Board until December, 1997)

Appendix "F"

DELETE

Letter of Intent #2 re: TMR DELETE

Letter of Intent #6 re: Positions of Responsibility DELETE

Letter of Intent #8 re: Enrolment DELETE

Articles where the word Co-Ordinator appears and should be changed to Team Leader:

Articles 5.09, 13.00 (Title Change), 13.02, 13.03, 17.01, 17.02

Article 25.27 - Should *not* be changed

Article 27.00 - delete reference to Co-Ordinator.

**LETTER OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
O.S.S.T.F., DISTRICT 8, TPA**

**RE: HOURS OF INSURABLE EMPLOYMENT - METHODS
OF DETERMINATION**

The undersigned parties have considered Section 10 of the regulation set out in the Canada Gazette, Part II, Vol. 130, No. 14 pertaining to Section 55 of the Employment Insurance Act. Section 10 provides methods so that the employer can complete the Records of Employment for workers not paid on an hourly basis.

The parties agree, under 10 (2) of this regulation that for the sole and exclusive purpose of reporting the hours of insurable earnings required under the Employment Insurance Act, that full-time teachers shall be deemed to have worked seven (7) hours each school day they are employed. Part-time teachers shall be deemed to have worked hours per day that are pro-rated accordingly.

Dated at Hamilton this 13th day of January, 1997.

**ON BEHALF OF O.S.S.T.F.
DISTRICT 8, TPA**

ON BEHALF OF THE BOARD

**LETTER OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
O.S.S.T.F., DISTRICT 8, T.P.A.**

The parties agree that within one month following the date of ratification, the parties will meet to develop mutually acceptable language covering term certain contracts and entitlements to replacement teachers.

Dated at Hamilton this 13th day of January, 1997.

**ON BEHALF OF O.S.S.T.F.
DISTRICT 8, TPA**

ON BEHALF OF THE BOARD

**LETTER OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
O.S.S.T.F., DISTRICT 8, T.P.A.**

The parties agree that within one month following the date of ratification, the parties will meet to finalize an agreement with respect to the status of Adult Students in regular day school.

Dated at Hamilton this 13th day of January, 1997.

**ON BEHALF OF O.S.S.T.F.
DISTRICT 8, TPA**

ON BEHALF OF THE BOARD

**MEMORANDUM OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
O.S.S.T.F., DISTRICT 8, T.P.A.**

In implementing the reductions contained within the 1995-98 Collective Agreement the parties agree to the following:

1. The total staff reductions to be achieved through the amendment of the contractual provisions of this collective agreement will be 40 teaching positions. The staff reductions totalled 42 teaching positions but were offset by 2 teaching positions through the exclusions to the PTR.
2. The reduction in the number of positions will be generated through the negotiated changes by moving the staff count to October 31st, the amendment in the definition for PTR (full-time equivalent students) and the reduction in Administrative Lines for Department Heads.
3. The reduction in the number of positions will be achieved through attrition and in the following manner:
 - Effective the second semester of the 1996-97 school year, there will be a reduction of 18 teaching positions.
 - Effective September , 1997 there will be a further reduction of 22 teaching positions.
4. In addition to the amended contractual provisions, the parties agree, as a one time adjustment only, that a further 5 teaching positions will be reduced for semester two of the 1997-98 school year.
5. The parties recognize that these negotiated reductions may be affected by changes in enrolment in the 1997-98 school year.

6. In addition to staffing changes, the parties agree that \$120,000 per annum will be reduced from the employee benefit package. This amount of reduction shall include those improvements and reductions that have been negotiated in the benefit package as outlined in Article 18 of the Collective Agreement.

7. Within one month of date of ratification the Benefits Information Officer for OSSTF, District 8, TPA and the Manager, Employee Relations will meet to finalize how the remainder of the \$120,000 per annum savings may be achieved.

Dated at Hamilton this 13th day of January, 1997.

**ON BEHALF OF O.S.S.T.F.
DISTRICT 8, TPA**

ON BEHALF OF THE BOARD

LETTER OF UNDERSTANDING - SICK LEAVE PROVISIONS

The parties agree that during the lifetime of this Collective Agreement the present sick plan provisions and entitlement contained in Appendix "A" shall continue in force.

REPORT OF THE SALARY COMMITTEE

Present: Trustees Stewart (Chairman), Lowe and Cunningham.

Officials Present: D. Russon (Manager, Employee Relations).

The Committee recommends:

GENERAL

1. That Lucy Veerman, Acting Senior Financial Officer and Treasurer, be paid a responsibility allowance equivalent to the Assistant Superintendent's level effective 1996 12 19.

Respectfully submitted

Committee Room
1997 01 07

R. STEWART
Chairman

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 01 29

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Hicks, Hill, Johnston, Johnstone, Korz, Mulholland, Orban, Rogers and Wall.

Officials Present: M. Matier (Secretary Pro Tem and Assistant Superintendent of Schools), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

Moved by Mr. Mulholland: That Mr. Matier be Secretary Pro Tem. Carried.

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais, Gage, Lowe, MacDonald, Paquin and Patenaude.

The Board met in-camera prior to the public session and the following action was taken:

GENERAL

Application for Readmission of a student

The Chairman stated the purpose of this hearing was to consider an application for readmission for a former student.

For the record, the Chairman announced the following people in attendance: Trustees Cunningham (Chairman), Bishop, Hicks, Hill, Johnston, Johnstone, Mulholland, Orban, Rogers and Wall; Superintendent of Schools Quinn; Secretary Pro Tem M. Matier and R. Teodoro as the recording secretary.

Upon conclusion of the presentation, the Chairman invited questions for clarification, following which, it was

Moved by Mrs. Johnsotne, seconded by Canon Rogers: That the student be readmitted to the schools of the Board of Education for the City of Hamilton effective 1997 02 29. Carried.

Student Expulsion Hearing

The Chairman stated the purpose of this hearing was to consider a recommendation for the expulsion of a student within our system.

For the record, the Chairman announced the following people in attendance: Trustees Cunningham (Chairman), Bishop, Darby, Hicks, Hill, Johnston, Johnstone, Korz, Mulholland, Orban, Rogers and Wall; Superintendent of Schools, M. Quinn; Assistant Superintendent of Schools, S. Thompson; the Principal of the school where the student was enrolled; legal counsel for the Board; Secretary Pro Tem, M. Matier and R. Teodoro as the recording secretary. Also present were the parent, Children's Aid representatives and the student.

Assistant Superintendent Thompson reviewed the report from administration which detailed the Board's current Expulsion Policy, the incident and the investigation and process followed by the Assistant Superintendent and the Principal. In reviewing the reasons for making the recommendation to expel, Mr. Thompson confirmed that all requirements under Section 23 (3) of the Education Act and the Board's Expulsion Policy had been met. He noted that if the recommendation is approved, the effective date should be as of today.

Following questions for clarification, the Chairman asked that the record show the following people left the Board Room: Messrs. Matier, Quinn Thompson, the Principal and the Board's legal counsel; the parent, Children's Aid representatives and the student.

Moved by Mrs. Hill, seconded by Mr. Darby: That the student be expelled from the Board of Education for the City of Hamilton effective 1996 12 11.

It was noted that the motion was making the expulsion retroactive to 1996 12 11.

The following people returned to the Board Room: Messrs. Matier, Quinn and Thompson, the Principal and the Board's legal counsel; the parent, Children's Aid representatives and the student.

The Chairman read the following motion:

Moved by Mrs. Hill, seconded by Mr. Darby: That the student be expelled from the Board of Education for the City of Hamilton effective 1996 12 11. Carried.

The motion was put to a vote and was Carried.

The in-camera session recessed to permit the convening of a Special Meeting of the Personnel and Organization Committee meeting.

The public meeting of the Board convened and the following action was taken:

Moved by Mr. Darby, seconded by Mr. Mulholland: That the General Part of the Report of the Special Meeting of the Personnel and Organization Committee be adopted. Carried.

ELEMENTARY/SECONDARY

Moved by Mr. Darby, seconded by Dr. Johnston: That the Elementary/Secondary Part of the Report of the Special Meeting of the Personnel and Organization Committee be adopted. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban and Cunningham.

Also Present: Trustees Bishop, Hill, Johnstone, Mulholland, Rogers and Wall.

Officials Present: M. Matier (Secretary Pro Tem and Assistant Superintendent of Schools), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the following recommendations of the Superintendent of Human Resources be approved as presented:

3 . PROMOTIONS

(a) That Wendy Hutton (S), be appointed to the term position of Project Team Leader, (Care, Treatment and Correctional Programs: CTC - Section 27 Programs), effective 1997 01 30, with salary according to the salary schedule. This appointment is subject to Ministry of Education and Training funding and shall be reviewed annually.

New Position - Section 27 (Ministry Funded)

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved as presented:

1 . PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Mark Moses (E) be re-appointed to the Probationary Staff, effective 1997 02 03, with salary according to the salary schedule.

New Appointment - Section 27

(ii) That Chad Gibbs (S) be appointed to the Probationary Staff, effective 1997 01 30, with salary according to the salary schedule.

New Appointment - Section 27

2 . PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be transferred to the Permanent Staff, effective 1997 02 03, with salary according to the salary schedule:

Barbara McIlveen (S)
Kelly Pike-Baigent (S)
Graham Timms (S)

(ii) That the following teachers be recalled and appointed to the Permanent Staff, effective as shown, with salary according to the salary schedule:

Mark Simpson (E), 1997 02 17
Wendy VandenBurg (E), 1997 02 03 (.5)

Replacements

3 . PROMOTIONS

(a) (i) That Elizabeth Shuttleworth (S) be appointed to the position of Acting Principal of a Secondary School, effective as 1997 03 03, with salary according to the salary schedule.

Replacement

(ii) That the following teachers be appointed to the temporary position of Principal of a Secondary School, on an interim basis, effective 1997 01 29, with salary according to the salary schedule:

Harry Traini (S)
Leann Yarwood (S)

Replacements

(iii) That Richard Hart (S) be appointed to the temporary position of Vice-Principal of a Secondary School, on an interim basis, effective 1997 01 29, with salary according to the salary schedule.

Replacement

(iv) That the following teachers be appointed to the positions indicated, effective 1997 01 29, with salary according to the salary schedule:

Betty Lukey (S), (Acting Head of Department - Vocational)

Tom Mlekuz (S), (Acting Head of Department - Technical)

Jeffrey Moore (S), (Acting Assistant Head of Department - Science)

Christine Nesbitt Beaver (S), (Acting Assistant Head of Department - Business)

Keitha Seneco (S), (Acting Head of Department - Family Studies)

Replacements

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective 1997 01 29, with salary according to the salary schedule:

Katherine Ammendolia (S), .5 to 1.0 (3/3 Sem. 1&2)

Sarah Attridge (S), .5 to 1.0 (3/3 Sem. 1&2)

Marco Barzetti (S), .5 to 1.0 (3/3 Sem. 1&2)

Tracy Belovari (S), .5 to 1.0 (3/3 Sem. 1&2)

Richard Bonafede (S), .5 to 1.0 (3/3 Sem. 1&2)

Alison Boodhoo (S), .5 to 1.0 (3/3 Sem. 1&2)

Brian Bradley (S), .5 to 1.0 (3/3 Sem. 1&2)

Virginia Brisbin (S), from .66 to .83 (2/3 Sem. 1, 3/3 Sem. 2)

Paul Brown (S), .5 to 1.0 (3/3 Sem. 1&2)

Dean Brunetti (S), .5 to 1.0 (3/3 Sem. 1&2)

Carmen Bucci (S), .5 to 1.0 (3/3 Sem. 1&2)

Gregory Clark (S), .5 to 1.0 (3/3 Sem. 1&2)

Geoffrey Coombs (S), .5 to 1.0 (3/3 Sem. 1&2)

Gregory Corey (S), .5 to 1.0 (3/3 Sem. 1&2)

Brenda Csordas (S), .5 to 1.0 (3/3 Sem. 1&2)

Sandra Cuinani (S), .5 to 1.0 (3/3 Sem. 1&2)

Judith Dalche (S), .5 to 1.0 (3/3 Sem. 1&2)

Margaret Dehal-Ramson (S), .5 to 1.0 (3/3 Sem. 1&2)

Joan DiBerardo (S), .5 to 1.0 (3/3 Sem. 1&2)

Joseph DiDonato (S), .5 to 1.0 (3/3 Sem. 1&2)
Maureen Dwyer (S), .5 to 1.0 (3/3 Sem. 1&2)
Darlene Etherington-Pounder (S), .5 to 1.0 (3/3 Sem. 1&2)
Shelley Falla (S), .5 to 1.0 (3/3 Sem. 1&2)
Leanne Fraser (S), .5 to 1.0 (3/3 Sem. 1&2)
Kelly George-Dalgleish (S), .5 to 1.0 (3/3 Sem. 1&2)
Catherine Gris (S), .5 to 1.0 (3/3 Sem. 1&2)
Tony Guthrie (S), .5 to 1.0 (3/3 Sem. 1&2)
Lucy Jane Hannaford, (S), .83 to 1.0 (3/3 Sem. 1 &2)
Joseph Henderson (S), .5 to 1.0 (3/3 Sem. 1&2)
Sarah Hodgson (S), .5 to 1.0 (3/3 Sem. 1&2)
Laura Hrinco (S), .5 to 1.0 (3/3 Sem. 1&2)
Tina Kehl (S), .5 to 1.0 (3/3 Sem. 1&2)
Cynthia Knowles (S), .5 to 1.0 (3/3 Sem. 1&2)
John Lewis (S), .5 to 1.0 (3/3 Sem. 1&2)
William Lipsett (S), .33 to .83 (2/3 Sem. 1, 3/3 Sem. 2)
Ralph Martens (S), .5 to 1.0 (3/3 Sem. 1&2)
Barbara McIlveen (S), .5 to 1.0 (3/3 Sem. 1&2)
P. Bruce McLeod (S), .5 to 1.0 (3/3 Sem. 1&2)
Diana Montecristo (S), .5 to 1.0 (3/3 Sem. 1&2)
Mark Oates(S), .5 to 1.0 (3/3 Sem. 1&2)
Christopher Page (S), .5 to 1.0 (3/3 Sem. 1&2)
Gregory Persichini (S), .5 to 1.0 (3/3 Sem. 1&2)
Kelly Pike-Baigent (S), .5 to 1.0 (3/3 Sem. 1&2)
Adam Potvin (S), .5 to 1.0 (3/3 Sem. 1&2)
Peter Robertson (S), .5 to 1.0 (3/3 Sem. 1&2)
Patricia Rocco (S), .5 to 1.0 (3/3 Sem. 1&2)
Cheryl Rowatt (S), .5 to 1.0 (3/3 Sem. 1&2)
Susan Scott (S), .5 to 1.0 (3/3 Sem. 1&2)
Theresa Sgambato (S), .5 to 1.0 (3/3 Sem. 1&2)
Geraldine Sloan (S), .5 to 1.0 (3/3 Sem. 1&2)
Steven Sloan (S), .5 to 1.0 (3/3 Sem. 1&2)
Edmund Stavnitzky (S), .5 to 1.0 (3/3 Sem. 1&2)
Frank Strohschein (S), .5 to 1.0 (3/3 Sem. 1&2)
Paul Szczyry (S), .5 to 1.0 (3/3 Sem. 1&2)
Graham Timms (S), .5 to 1.0 (3/3 Sem. 1&2)
Carol Town (S), .33 to .5 (2/3 Sem. 1, 1/3 Sem. 2)
Lydia Vamos (S), .5 to 1.0 (3/3 Sem. 1&2)
Sara Waite (S), .5 to 1.0 (3/3 Sem. 1&2)
David Walters (S), .5 to 1.0 (3/3 Sem. 1&2)
Leanne Ward (S), .5 to 1.0 (3/3 Sem. 1&2)

Gail Williams (S), .83 to 1.0 (3/3 Sem. 1&2)

Gregory Woodcroft (S), .5 to 1.0 (3/3 Sem. 1&2)

Ouahida Zaimi (S), .16 to .66 (1/3 Sem. 1, 3/3 Sem. 2)

Derek Zuccolo (S), .5 to 1.0 (3/3 Sem. 1&2)

Replacements

Teachers in Complement

50.33F.T.E.

Section 27 - Outside Complement

9.00F.T.E.

Dev. Delayed - Outside Complement

2.00F.T.E.

Total

-61.33F.T.E.

7. LEAVING EMPLOYMENT

(a) That the date 1997 01 29 for Cathy O'Connor (S) to Leave the employ of the Board be approved.

8. LEAVES

Leave of Absence

(a) That the request of Doris Williamson (S) for a Leave of Absence effective 1997 01 01 to 1997 01 28 (1.0) and 1997 01 29 to 1997 08 31 (.33), be granted.

Return from Leave of Absence

(a) That the following teachers be returned from their Leaves of Absence, effective as shown:

Joni-Lee Clark (S), 1997 01 29

Melinda Lula (S), .83 (3/3 Sem. 1, 2/3 Sem. 2), 1997 01 29

Doris Williamson (S), .66 (2/3 Semester 2 - 1/3 Leave) 1997 01 29

Reduced Workload Leaves

(a) That the request of the following teachers for Reduced Workload Leaves of Absence, effective 1997 01 27 to 1997 08 31, be granted:

Caryl Durst (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

Melinda Lula (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

June Peace (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

Stephen Lees (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

John Liddell (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)

5 F.T.E.

2. That the Report re Secondary School Principal Candidates Eligible for Promotion be received for information and the following recommendation approved:

(a) That the Secondary School Principal List be approved and that this list become the Approved for Promotion List.

Leland Currie
Elizabeth Shuttleworth
Harry Traini
Leann Yarwood

Respectfully submitted

Board Room
1997 01 29

G. DARBY
Chairman

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD MEETING**

Board Room
Education Centre
1997 02 06

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hill, Johnston, Johnstone, Lowe, MacDonald, Orban, Rogers, Stewart and Wall.

Officials Present: P. Gillie (Superintendent - Administrative and Operational Services and Secretary Pro Tem) and S. Thompson (Assistant Superintendent of Schools).

The Board met in-camera prior to the public meeting and the following action was taken:

Moved by Mrs. Hill: That Ms. Gille be appointed Secretary Pro Tem. Carried.

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Korz, Paquin and Patenaude and Mr. Matier, Director of Education and Secretary.

As the meeting convened just prior to 23:00 hours, it was moved by Mrs. Hill: That the Board continue to meet past 23:00 hours. Carried.

Moved by Mr. Stewart, seconded by Mrs. Hill: That the Board recess to permit the continuance of the Special Meeting of the Personnel and Organization Committee (public and in-camera). Carried.

The Board meeting then recessed and resumed at 23:05 hours.

Other action taken by the Board is not included in this public record of the in-camera session as per Section 207 of the Education Act.

GENERAL**Report of the Special Meeting of the Personnel and Organization Committee**

Moved by Mr. Darby, seconded by Mrs. Hill: That the General Part of the Report of the Special Meeting of the Personnel and Organization Committee be adopted. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Johnston, Orban and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Rogers, Stewart and Wall.

Officials Present: P. Gillie (Superintendent - Administrative and Operational Services and Secretary Pro Tem) and S. Thompson (Assistant Superintendent of Schools)

The Committee recommends:

GENERAL

1. That Deborah Russon temporarily assume the responsibilities of the Superintendent of Human Resources until one of the following occurs:

- (a) Mr. Binns returns as Superintendent of Human Resources,
- or
- (b) restructuring of Senior Management takes place, or
- (c) amalgamation takes place.

Respectfully submitted

Board Room
1997 02 06

G. DARBY
Chairman

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 02 13

The Board met.

Present: Trustees Cunningham, Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Assistant Superintendent of Program), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted regrets for not attending were received from Trustee Patenaude.

GENERAL

Moved by Mr. Darby, seconded by Mr. Mulholland: That the General Part of the Special Report of the Personnel and Organization Committee be adopted.

Noting the item was not on the agenda, the Chairman requested and obtained the required two-thirds majority vote to permit its consideration tonight.

Trustee Mulholland assumed the Chair to allow Trustee Cunningham to speak on the issue.

Reiterating the concerns she expressed at the Committee meeting this evening about this issue, Trustee Cunningham requested a recorded vote on the motion.

Mr. Matier assured the members that the Federations' support for permitting the successful applicant to return to his/her previous position when the term expires would be secured before action is taken and that this would be incorporated in his discussion with the Ministry of Education and Training. He agreed to bring a further report when appropriate.

The motion was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, Johnston, MacDonald, Johnstone, Rogers, Orban, Hicks, Wall, Darby and Stewart; those opposed: Trustees Paquin, Hill and Cunningham. Trustee Desmarais abstained.

Moved by Mrs. Hill, seconded by Canon Rogers that the General Part of the Report of the Special Meeting of the Operations and Finance Committee be adopted. Carried.

ELEMENTARY/SECONDARY

Moved by Mr. Darby, seconded by Mr. Mulholland: That the Elementary/Secondary Part of the Special Report of the Personnel and Organization Committee be adopted. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

SPECIAL REPORT OF THE PERSONNEL AND ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Assistant Superintendent of Program), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Committee recommends:

GENERAL

1. That the Report re Re-building of Senior Management be received for information and the following recommendation approved:

(a) That a posting process begin immediately to fill, on an interim basis, the positions of Superintendent of Schools and Assistant Superintendent of Schools.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

That J. Owen Redden (S) be appointed to the Probationary Staff, effective 1997 02 17 (.33 - 2/3 Semester 2), with salary according to the salary schedule. **Replacement**

6. RETIREMENTS

That the resignation of David Martell (S), for the purpose of retirement, effective 1997 02 14, be accepted with regret and the Board's gratuity be paid.

Respectfully submitted

Board Room
1997 02 13

G. DARBY
Chairman

REPORT OF THE SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald and Rogers.

Also Present: Trustees Bishop, Johnston, Johnstone, Mulholland, Orban, Paquin and Wall.

Officials Present: M. Matier (Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), F. Cooke (Assistant Superintendent of Program) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Report re Sale of 220 Dundurn Street South (Warehouse) be received for information and the following recommendation approved:

(a) That the offer from Steel Town Boxers Ltd. in the amount of \$400,000 for the purchase of the building and site located at 220 Dundurn Street South, Part of Park Lots 11 and 12, Allan MacNab Survey, AKA Plan 1434 in the city of Hamilton, be accepted subject to approval or exemption based on guidelines of the Fewer School Boards Act 1997 (Bill 104) and the funds realized from the sale be placed in Capital Reserves.

2. That the Report re Sale of Mohawk Trail School and Site be received for information and the following recommendations approved:

(a) That the offer from Culver Properties Limited in the amount of \$378,000 for the purchase of Mohawk Trail School and site, Lots 228 to 241; both inclusive, Plan 581; Part of Lot 18, Concession 6, Township of Barton now the City of Hamilton; to be

determined by survey upon severance, be accepted subject to approval or exemption based on guidelines of the Fewer School Boards Act 1997 (Bill 104) and the funds realized from the sale be placed in Capital Reserves. AND

(b) That this offer be conditional upon the Board obtaining, at its expense, and within eighty (80) days from the date of acceptance a severance of the subject lands from the lands to be retained being the Museum and such land as is required to satisfy the Planning Department of the City of Hamilton. AND

(c) That the agreement be amended to provide for the right to extend the day of closing to a date ten (10) days after the final date for appeal from the date of the Land Division consent. If a final severance is not obtained, this offer shall become null and void and the deposit returned without interest and without deduction. AND

(d) That the sale of Mohawk Trail School and site is made by the Board without representation, warranty or condition with respect to the zoning of the property, the fitness for the use proposed by the Purchaser or the condition of the building or the property. The Purchaser accepts the property and the building on an "as is" basis without regard to its state of repair, location of and condition of structures, availability of services, conditions of soil or sub-surface and subject to any municipal, provincial or other governmental by-laws, agreements or restrictions. AND

(e) That the lands and premises have been inspected by the Purchaser and are being sold in their present condition and the Purchaser accepts full responsibility for satisfying himself in respect thereto. The Purchaser acknowledges that he has been advised by the Board that the building located on the lands contains asbestos and has had the opportunity of reviewing the Board's report on asbestos. The Purchaser acknowledges that the aforementioned inspection was made with the full knowledge that the building contained asbestos. The Board makes no warranty as to the state of repair of the premises or any defects therein and without limiting the generality thereof, any defects arising from the fact that the building

contains asbestos or any inaccuracies in the Board's report on asbestos, and the Board shall have no responsibility whatsoever to remedy any such defects, remove asbestos or to effect any repairs to the premises. AND

(f) That upon satisfactory completion of the Mohawk Trail School and site sale a \$9,450 commission (2.5%) be paid to the Effort Trust Company/Realtor.

3. That the twenty day suspension of a student in our system be extended until the conclusion of the expulsion hearing by the Board scheduled for date pending.

Respectfully submitted

Board Room
1997 02 13

S. HILL
Chairman

MINUTES OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 02 20

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), R. Lavoie (Superintendent of Schools, French as a First Language), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Board met in-camera prior to the public session where the Report of the Salary Committee was presented and subsequently adopted at the public meeting. Trustee Lowe declared a conflict of interest, stated she would neither debate nor vote on the report and then left the Board Room.

Moved by Mrs. Lowe, seconded by Mr. Mulholland: That the minutes of the Inaugural meeting of 1996 12 02 and regular meetings of 1996 12 19 and 1997 01 16 and special meetings of 1996 12 10, 1996 12 11, 1997 01 09, 1997 01 13 and 1997 01 21 be adopted. Carried.

The Secretary drew the members' attention to the correspondence attached to the agendas.

Moved by Mr. Stewart, seconded by Mr. Darby: That the following correspondence be received and filed: a response from the Office of the Prime Minister regarding Bill C-71, the Tobacco Act; the resolution from the Haliburton County Board of Education

regarding seeking provincial assistance for additional costs associated with amalgamation; and the Wentworth County Board of Education regarding a meeting between our Boards. Carried.

Presentation of Reports

Program Committee - Mr. Stewart

Operations and Finance Committee - Mrs. Hill

Personnel and Organization Committee - Mr. Darby

Salary Committee - Mr. Stewart

Moved by Mr. Stewart, seconded by Ms. Patenaude: That the General Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Ms. MacDonald: That the General Part of the Report of the Operations and Finance Committee be adopted.

Moved in amendment by Mrs. Bishop, seconded by Dr. Johnston: That the Board support the Public Education Partners Fund (PEPF) of the Ontario Public School Boards' Association in the amount of \$23,000 and that any portion of this amount not expended by the proposed legal appeal be returned to the Hamilton Board of Education.

Trustee Hill asked that it be noted in the minutes that this amount is based on a levy of \$0.60 per student.

Trustees in the support of the amendment emphasized the importance of joining in OPSBA's legal challenge to protect public education in Ontario and offered that funding education from the residential property tax base was the only way to ensure that local needs and a higher grade of education would be maintained. It was noted that any funds not used in the legal defense would be returned to the Board.

Those opposed to the amendment contended that there were better ways to fund education than through property tax and suggested that this direction represented a misinterpretation of what constitutionality means for the separate school board.

At Trustee MacDonald's request, the amendment was put to a recorded vote and was Lost. Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Rogers, Wall, Hill and Darby; those opposed: Trustees Johnstone, Lowe, Korz, Orban, Hicks, Paquin, Patenaude, Desmarais, Stewart and Cunningham.

The motion was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Dr. Johnston: That the General Part of the Report of the Personnel and Organization Committee be adopted. Carried.

Moved by Mr. Stewart, seconded by Mrs. Hill: That the Report of the Salary Committee be adopted.

Trustees Lowe and Mulholland each declared a conflict of interest and stated they would neither debate nor vote on the motion.

Trustee Stewart, emphasizing that this agreement places these employees on an even playing field with outside services, congratulated the negotiating team for the professional manner in which negotiations were conducted.

The motion was put to a vote and was Carried.

Noting that program was exclusive jurisdiction, Trustee Desmarais asked that Trustee Korz' notice of motion be moved to the Elementary/Secondary portion of the agenda.

The Chairman agreed with several trustees that the notice of motion in question was not program but a direction to open our buildings to the public for a noon hour activity. She ruled the motion was of general jurisdiction.

In pursuance of his Notice of Motion given at the previous meeting, it was moved by Mr. Korz, seconded by Mrs. Johnstone: (a) That the Hamilton Board of Education petition the Minister of Education to introduce measures to allow during lunch periods in public schools instruction in the religious doctrines of families who seek such programs, and that such instruction be allowed to be

presented by clergy and other recognized religious leaders, and (b) that the Hamilton Board of Education seek the support of the Ontario Public School Boards' Association and other boards across Ontario.

Trustee Korz noted that this motion is intended to accommodate fundamental beliefs while not impinging on other people and viewed this is an opportunity as a public board to open the door for an activity for the students that has not been available for a number of years.

Trustee Desmarais stated he believes the motion's focus is instruction and stated he would not debate an issue he believed was outside his jurisdiction. He asked that his abstention be recorded in the minutes.

Moved in amendment by Ms. Orban, seconded by Dr. Johnston: That this motion be referred to the Officials.

Trustee Orban indicated the intent of the amendment was to have the officials develop a clearly defined criteria of moral and ethical values and standards.

When the Chairman asked Trustee Orban for further clarification, Trustee Stewart challenged the Chair for accepting the amendment.

Trustee Orban offered to change the referral to the Operations and Finance Committee.

Trustee Stewart's challenge was put to a vote and was Carried. It was noted that the French Language Section trustees abstained.

Citing his belief that education about religion is acceptable while indoctrination is not, it was moved in amendment by Dr. Johnston, seconded by Ms. MacDonald: That the motion be tabled.

At Trustee Korz' request, the amendment was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Rogers, Lowe,

Orban, Hicks, Darby, Stewart and Cunningham; those opposed: Trustees Johnstone, Korz and Wall; abstentions: Trustees Desmarais and Patenaude. It was noted that Trustees Hill and Paquin were not in the Board Room at the time of the vote.

Moved by Mrs. Wall, seconded by Dr. Johnston: That Mark S. Davies represent this Board on the Hamilton Public Library Board for the remainder of the three-year term ending 1997 11 30. Carried.

Moved by Dr. Johnston, seconded by Mr. Korz: That the Board meet in-camera to discuss the letter sent to the Chairman of the Board regarding personnel.

To permit the public meeting to continue, it was moved in amendment by Mr. Mulholland, seconded by Mr. Stewart: That the motion be tabled. Carried.

FRENCH LANGUAGE SECTION

Presentation of Report - Mr. Desmarais.

Moved by Mr. Paquin, seconded by Ms. Paquin: That the Report of the French Language Section be adopted.

Trustees from the English Language Section questioned the intent of Clause 7.

While Trustee Desmarais emphasized that the intent of the recommendation was related to the program at Georges P. Vanier Secondary School, other trustees felt the wording of the Clause was not specific to that direction and could be interpreted as incorporating the school building as well.

The Chairman, after reading Rule 58 of the Board's Rules and Regulations, ruled that Clause 7., as worded, implied to an En Bloc transfer and, as such, was outside the jurisdiction of the French Language Section.

Trustee Desmarais asked that the Chairman proceed with the meeting agenda to permit the French Language Section trustees to confer on the Clause.

ELEMENTARY/SECONDARY

Moved by Mr. Stewart, seconded by Mrs. Hill: That the communication from Robin Scott regarding Junior Kindergarten be received and filed. Carried.

Moved by Mr. Stewart, seconded by Mrs. Wall: That the Elementary/Secondary Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Ms. Orban: That the Elementary/Secondary Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Hicks: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted. Carried.

On behalf of the French Language Section, Trustee Desmarais asked that Clause 7. be recorded as follows:

7. (a) That the letter from the School Council of Georges-P.-Vanier dated 1996 11 29 re "En Bloc Transfer" be received for information.

(b) That the following recommendation be approved and forwarded to the Education Improvement Commission: "Whereas the School Council of Georges-P.-Vanier has indicated its support, whereas the French Language Secondary School Teachers Federation AEFO from Georges-P.-Vanier has indicated its support and whereas the French Language Community and its coterminous regions have also indicated their support, the French Language Section of The Board of Education for the City of Hamilton recommends to the Education Improvement Commission responsible for the transition towards a new system that the Georges-P.-Vanier Program be transferred to the Ontario French Language Separate District School Board #64 and that all stakeholders be notified".

7. (a) que la lettre du Conseil d'école de Georges-P.-Vanier en date du 29 novembre 1996. Objet : Transfert en bloc soit reçue à titre d'information.

(b) que la proposition suivante soit approuvée et envoyée à la Commission d'amélioration de l'éducation. : « Compte tenu de la lettre d'appui du Conseil d'école de Georges-P.-Vanier, et compte tenu l'appui de l'AEFO secondaire de Georges-P.-Vanier, et compte tenu l'appui communautaire francophone de Hamilton et des régions limitrophes, la Section de langue française du Conseil de l'éducation de la ville de Hamilton recommande à la Commission d'amélioration de l'éducation chargée d'encadrer la transition vers le nouveau système, que l'ensemble des programmes de Georges-P.-Vanier soient transférés au Conseil de district des écoles séparées de langue française de l'Ontario no 64 et que les principaux intervenants-e-s en soient avisés ».

The French Language Section Report, as amended, was put to a vote and was Carried.

Trustee Mulholland stated that he will be giving notice at another time to place on the appropriate agenda the disposition of Georges P. Vanier Secondary School.

The Board then met in-camera. No action was taken.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE SALARY COMMITTEE

Present: Trustees Stewart (Chairman), Darby, Hill and Cunningham.

Officials Present: D. Russon (Manager, Employee Relations).

The Committee recommends:

GENERAL

1. That the Board ratify the terms and conditions of the Memorandum of Agreement reached with the Canadian Union of Public Employees, Local 1344, representing Caretakers and Maintenance Staff. (see page 128)

Respectfully submitted

Committee Room
1997 02 20

ROBERT STEWART
Chairman

**MEMORANDUM OF AGREEMENT BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
THE CANADIAN UNION OF PUBLIC EMPLOYEES
LOCAL 1344**

- (1) The parties agree that the terms of this Memorandum shall constitute full settlement on all matters in dispute.
- (2) The undersigned representatives agree to recommend acceptance of the terms of this memorandum of agreement to their respective principals.
- (3) The term of the Collective Agreement shall be from April 1, 1996 up to and including March 31, 1998.
- (4) All terms and conditions shall be applicable effective date of ratification, unless otherwise specified.
- (5) Any obvious errors or omissions in this document will be corrected in accordance with the negotiations and agreements reached between the parties.
- (6) Any required renumbering, due to deletion and/or addition of clauses, will be carried out when organizing the new Collective Agreement.

Dated at Hamilton this 14th day of February, 1997.

**ON BEHALF OF C.U.P.E.
LOCAL 1344**

**ON BEHALF OF THE BOARD
OF EDUCATION FOR THE
CITY OF HAMILTON**

1.01 (c) **change** "casual employees" to casual assistants.

1.02 A "casual" employee shall be defined as a person not appointed to the regular staff, who is either a provisional worker or on the Board's "Casual Assistant" list.

2.04 Delete second sentence of first paragraph.

2.07 The Union shall have the right to post notices of interest to its members on caretaker's bulletin boards, provided, however, that such notices pertain only to recreational or social activities, notices of Union meetings or notices of the results of Union elections.

4.09 The Board acknowledges the right of the Union to appoint or select steward representatives. For every forty-five (45) employees, the Union has the right to select or appoint one (1) steward. For any remaining number of employees totalling under forty-five (45) the Union has the right to have one additional steward.

4.12 Agree to move to article on Bereavement Leave.

5.01 During the life of this agreement, the Union agrees that there shall be no strike, slow-down or stoppage of work and the Board agrees there shall be no lockout.

5.02 No member of the bargaining unit on probationary or permanent staff shall be laid off or suffer a reduction of or a change in normally scheduled hours of work as a result of the use of volunteers.

5.05 In the event that the Hamilton Board amalgamates with any other Board of Education, the Hamilton Board will make every reasonable effort to secure continued employment for members of C.U.P.E., Local 1344, who were in its employ at the time of amalgamation and to make its best effort to ensure the retention of seniority.

6.01 (b) In this Article, "immediate supervisor" shall mean:
Principal/Site Leader - Elementary, Secondary and
Secondary Vocational Schools.

Appropriate Supervisor - Maintenance Department.

6.03 The parties to this Agreement are agreed that it is of the utmost importance to adjust complaints as quickly as possible. Employees with a complaint, shall first discuss the matter with their immediate supervisor. If the complaint is not then satisfactorily adjusted, the grievance procedure outlined below will be followed by the Union:

6.03 **Step 1 (a)** A member of the caretaking, or cooking staff shall present the member's grievance to the Manager/Trainer of Caretaking Services and a maintenance employee to the Manager of Engineering and Maintenance.

6.03 **Step 1 (c)** The grievance shall be presented, in writing, to the appropriate Manager referred to in Article 6.02 above, within ten (10) working days, after discussing it with the employee's immediate supervisor. Within ten (10) working days following receipt of the grievance, a meeting will be held by the appropriate Manager who will render a decision in writing within five (5) working days following the day on the which the grievance was presented. If the response is not satisfactory to the grievor, the Union may, within five (5) working days following receipt of the decision of the Manager, but not thereafter, deliver or mail by registered mail, a written request to the Superintendent of Human Resources for a Step 2 meeting.

6.03 **Step 2** A Step 2 meeting shall be held within ten (10) working days between the aggrieved employee together with the Grievance Committee and the Superintendent of Human Resources of the Board or the Superintendent's designate. The Superintendent of Human Resources or the Superintendent's designate shall render a decision, in writing, within (5) working days of such meeting. If the decision is not satisfactory to the party initiating the grievance, the matter, shall, within five (5) working days, but not thereafter, be referred to Step 3.

6.06 (c) The steward and the grievor concerned shall obtain the permission of the appropriate supervisor concerned before leaving their work. Such permission shall not be unreasonably withheld.

6.07 Either party may have the assistance of employees or other persons not exceeding three (3) in number, as witnesses at any step in the grievance procedure. Any time spent by the employee at such meeting or hearing shall be paid for by the Board at the employee's regular straight time rate of pay exclusive of any premiums. The Board will attempt, whenever practical, to schedule meetings under Articles 6, 7 and 8, during employees' regularly scheduled working hours, however, from time to time it may be necessary to schedule meetings outside of employees' regularly scheduled working hours.

7.01 Union Policy Grievance

A Union policy grievance shall be submitted to the Board in writing by being delivered to the Superintendent of Human Resources of the Board or the Superintendent's designate within ten (10) working days from the time the circumstances upon which the grievance is based were known or should reasonably have been known by the Union. A meeting shall be schedule between the Superintendent of Human Resources or the Superintendent's designate and other Board representatives and the Union Grievance Committee and shall be held within ten (10) working days of the presentation of the written grievance. Such grievance shall take place within the framework of Step 2 of Article 6.03. The Board shall give its written decision within five (5) working days of such meeting. If the decision is not satisfactory to the Union, the grievance may be submitted to arbitration within fifteen (15) working days of the Union's receipt of such written decision and the arbitration sections of this Agreement shall be followed. It is expressly understood that the provisions of Article 7 shall not be used by the Union to by-pass Article 6 by instituting a grievance directly affecting an employee or employees which such employee or employees could themselves institute. However, the Chief Steward or designate will be permitted to file an employee's grievance where it is physically impossible for the employee to do so, for example, in a case where an employee is confined to jail or hospital.

7.02 Board Grievance

A Board Grievance may be submitted to the Union in writing within ten (10) working days from the time the circumstances upon which the grievance is based were known or should have been known by the Board. A meeting shall be scheduled between the Union Grievance Committee and Board representatives within ten (10) working days of the presentation of the written grievance and shall take place within the framework of Step 2 of Article 6.03. The Union shall give its written decision within five (5) working days of such meeting. If the Union's decision is not satisfactory to the Board, the grievance may be submitted to arbitration within fifteen(15) working days of the Board's receipt of such written decision and the arbitration sections of this Agreement shall be followed.

8.02 Change "Chairman" to "Chairperson".

8.04 Change "Chairman" to "Chairperson".

8.05 Change "Section 44 (2)" to "Section 45 (2)".

8.07 Change "Chairman" to "Chairperson".

9.01 If the employee is to receive a derogatory notation or disciplinary action, which is to be placed on the employee's record, the employee shall have the right to have a Steward present at any disciplinary meeting with supervisory personnel. Each employee must be provided in writing with all notations of derogatory or disciplinary action which are to be placed on the employee's records. Unless such notation is made in writing to the employee, the Board will not use such incident as part of the employee's past record to justify a later disciplinary action. Such notice must be given to the employee within seven (7) working days of the discovery of the occurrence giving rise to the action. The Recording Secretary shall be notified by mail when an employee has been disciplined or received a derogatory notation. Where an employee is to be suspended, the Board will inform the employee concerned of the right to have a Steward or the Chief Steward present. In the event an employee who has attained seniority is suspended, and the

employee feels that the suspension is unjustified, the case may be taken up as a grievance. Such grievance must begin at Step 2 and must be submitted in writing to the Superintendent of Human Resources within five (5) working days of the notice of suspension.

Note: The Board will attempt, whenever practical, to schedule discipline meetings during employees' regularly scheduled working hours, however, from time to time it may be necessary to schedule meetings outside of employees' regularly scheduled working hours. Any time spent by the employee at such meeting shall be paid for by the Board at the employee's regular straight time rate of pay, exclusive of any premiums.

This Note would appear at the end of the current article 9.01.

9.02 In the event an employee who has attained seniority is discharged from employment and the employee feels that the discharge is unjust, the case may be taken up as a grievance. Such grievance shall begin at Step 2 and shall be submitted in writing to the Superintendent of Human Resources within five (5) working days of the discharge.

9.05 **Delete and move to new article on Personnel Files**

Article 10 - Health and Safety

10.01 The Board agrees to continue to make every reasonable effort to provide safe and healthful conditions of work for its employees. The Union agrees to assist the Board in maintaining proper observation of all safety and health rules.

10.02 It is agreed that C.U.P.E., Local 1344 will appoint two of its members to sit on the Board's School Joint Health and Safety Committee.

10.03 It is agreed that C.U.P.E., Local 1344 will appoint ten (10) Health and Safety inspectors, one (1) of whom will be a certified representative.

10.04 Six (6) members of C.U.P.E., Local 1344 will meet with members of Management of the Board one (1) time each year to discuss Health and Safety issues related to C.U.P.E., Local 1344. This group may schedule a second meeting, if necessary.

10.05 As per current 10.02.

10.06 As per current 10.03.

10.07 As per current 10.04

11.02 (a) An employee will be considered on probation and will not be placed on the seniority list or be entitled to any seniority rights until the employee has completed three (3) months of continuous service. (NOTE: Time absent from work for any reason will not count towards completion of the probationary period). After completion of the probationary period, the seniority of the employee concerned shall be dated back to the time of commencement of employment. If a probationary employee is discharged and feels the discharge was unjust, the employee may grieve the dismissal to the Superintendent of Human Resources through the Grievance procedure.

11.03 **Move to Layoff and Recall Article**

11.04 **Move to Layoff and Recall Article**

11.06 (d) **Change fifteen (15) months to thirty (30) months.**

11.08 **Move to new Layoff and Recall Article.**
Renumber article where necessary.

Article 12 Change title to read JOB POSTINGS

12.01 (e) "Vacancy" means a position within the bargaining unit not yet filled through the job posting or transfer procedure.

12.01 (f) A position shall be declared vacant if the incumbent has been absent in excess of twenty-four (24) months due to illness or disability.

12.01 (h) Insert space between "it" and "becomes".

12.09 A "vacancy" shall be deemed not to exist where the job opening results from an employee's absence, illness, injury or leave of absence, unless it is evident that the absent employee will not be returning to work within twenty-four (24) months.

12.10 Move to new Layoff and Recall Article

12.11 An employee who desires a transfer to a different location shall register with the Caretaking Services department or in the case of Maintenance employees, with the Maintenance Department, on the Request for Transfer form furnished by the Board, naming the location and the number of hours desired. If an employee is transferred in compliance with a request for transfer, any remaining requests for transfer shall become null and void. An employee may cancel any such Request for Transfer at any time. A duplicate of each request for transfer shall be given to the employee. An employee will be deemed not available for transfer during any absence expected to be of a duration of one month or more.

12.01 (d) Request for Transfer shall mean a transfer requested by an employee to another position at the same or lower pay grade and the same or lesser number of weekly hours. Approval of the transfer request shall be subject to the mutual consent of the Board and the Union. Such approval shall not be unreasonably withheld.

12.03 (a) When a vacancy occurs, it shall be posted for a period of five (5) working days on bulletin boards in each of the Board's buildings in which bargaining unit employees regularly work.

(b) All postings shall include the classification of the position, the skills, knowledge and qualifications required to perform the job plus the hours of work and the location of the position.

(c) Employees desirous of applying for the posted vacancy shall make written application upon a form to be supplied by the Board and addressed to the Manager/Trainer, Caretaking Services or to the Manager, Engineering and Maintenance in the case of a maintenance position. No application need be considered

unless received by the Board within seven (7) working days from the date upon which the vacancy was initially posted. "Working day" shall be defined in Article 6.01 hereof.

(d) On or before the 12th working day after the posting was first bulletined, the Board will select the successful candidate. The senior applicant will be declared successful provided this applicant has the necessary qualifications to perform the work required.

(e) A senior applicant who has been rejected due to lack of qualifications may grieve the rejection as outlined under the grievance procedure.

(f) Subsequent vacancies resulting from filling a preceding vacancy shall be posted within seven (7) working days of the preceding vacancy being filled.

(g) If there are no applicants to a job posting, the most junior employee in terms of seniority in the next lowest category with the qualifications to perform the work will be appointed.

(h) An employee who has been the successful applicant in a job posting shall not post again for a period of six (6) months, unless it is a promotion or an increase in the hours of work.

(i) An employee who has been granted a request for a lateral transfer shall not be eligible to request another lateral transfer for a period of six (6) months.

(j) The Board reserves the right to administratively transfer members of C.U.P.E., Local 1344 for the following reasons:

- (a) personality conflicts between members of the bargaining unit
- (b) training needs
- (c) replacement coverage

Notes:

1. The parties agree that every reasonable effort will be made to resolve personality conflicts before any action is taken to administratively transfer an employee under section (a) above.

2. When it is necessary to effect an administrative transfer under (a) above, in order to facilitate the transfer the Board will refer to Transfer Requests on file with the Manager, Caretaking Services.

3. In the event that the employee believes the administrative transfer in (a) above is unjust, the employee may submit a grievance. Such grievance shall begin at Step 2 of the Grievance Procedure.

12.05 An employee appointed pursuant to Article 12.03 (g) shall have no recourse to grieve such appointment.

12.06 No employee shall be eligible to apply to a position at the level of Lead Hand unless the employee has successfully completed the Training requirements identified in Appendix "F"

12.07 No employee shall be eligible to apply to a position at the level of Caretaker unless the employee has successfully completed all the training requirements identified in Appendix "F".

12.08 DELETE

Renumber subsequent clauses.

13.01 (a) Upon written request of an employee, which is submitted at least four (4) weeks prior to the start of the leave, the Board may consider a leave of absence without pay up to a period of six (6) months. In emergency situations (as determined by the Board), the four (4) week notice period may be waived. Such waiver will not be unreasonably withheld.

13.01 (b) Leave of absence without pay and without loss of seniority will be granted to employees, not to exceed five (5) at one time and a total of one hundred and fifty (150) work days per contract year, who have been selected or appointed to represent the Union at conventions, conferences or on Union business which is specifically related to C.U.P.E., Local 1344 provided the Union reimburses the Board for any overtime premium cost required for employees who fill in on those days. The Union shall provide the Board with a

minimum of ten days prior notice of such leave. In the event of an emergency, the Union shall give the Board as much notice as possible.

13.01 (c) Upon written notification, an employee shall be granted a leave of absence, up to one (1) year, to work for the Canadian Union of Public Employees. Such leave shall be without pay or benefits, however, seniority will continue to accrue. The Board may consider an additional year's leave and the granting of such additional year's leave will not be unreasonably withheld. In accordance with Article 18.03, an employee may continue benefit coverage during the period of leave, by paying the full cost of the premiums in advance; otherwise the employee benefit coverage will be cancelled for the duration of the leave.

14.05 The Workload Formula used to staff the schools will be based upon a system average of 17,765 square feet.

Rates of pay for new job classifications and jobs as set out in Appendix "B", where there has been a major change in the content thereof will be negotiated between the parties. Negotiated rates of pay will be effective as of the date of institution of the new classification or revisions to the present job.

In the event that the Board combines job classifications and an employee feels that the employee is unable to perform the duties of the job because of medical conditions, the matter shall be referred to the Human Resources Department, where the Board's Accommodation Policy will be administered.

15.01 Shift schedules for employees shall be in accordance with Appendix "A"

18.02 Dispensing fee capped @ \$7.00 per prescription effective March 1, 1997.

18.07 Coverage for basic checkups shall be increased from 6 to 9 months effective March 1, 1997.

18.07 - 1995 ODA rate - effective September, 1997.

18.02 (d) (ii) **Remove:** Effective first day of month following date of ratification.

18.05 **Remove** reference to Bereavement Leave.

18.07 (a) **Remove:** "Effective the first day of the month following date of ratification".

18.07 (b) **Remove:** "Effective the first day of the month following date of ratification".

18.07 (c) **Remove:** "Effective the first day of the month following date of ratification".

18.08 (a) **Remove:** "Effective the first day of the month following date of ratification".

Article 20 Affirmative Action - DELETE

Article 21 The letter of understanding on replacement coverage shall form part of this Collective Agreement.

NOTE: The Letter of Understanding on Replacement Coverage replaces the existing Letter of Intent #3.

Article 22 Termination

This agreement shall remain in force from April 1, 1996 up to and including March 31, 1998.....remainder, as per current Collective Agreement.

Appendix "A" Hours of Work

Assistant Caretakers - Forty (40) hours per week

Day Shift 6:30 a.m. - 3:30 p.m.

Lunch period 11:-00 a.m. - noon

Afternoon Shift 2:30 p.m. - 11:00 p.m.

Lunch period 1/2 hour staggered lunch

Assistant Caretakers - Thirty (30) hours per week

Day Shift	6:30 a.m. - 1:00 p.m.
Lunch period	10:30 a.m. - 11:00 a.m.

Afternoon Shift	3:30 p.m. - 10:00 p.m.
Supper Break	8:00 p.m. - 8:30 p.m.

Assistant Caretakers - Twenty (20) hours per week**Secondary Schools**

Day Shift	6:30 a.m. - 10:30 a.m.
Afternoon Shift	1:00 p.m. - 5:00 p.m.

Elementary Schools

Afternoon Shift	3:30 p.m. - 7:30 p.m.
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Lead Hand - Forty (40) hours per week

Afternoon Shift	2:30 p.m. - 11:00 p.m.
Lunch Period	1/2 hour staggered lunch.
* Night Shift	10:30 p.m. - 7:00 a.m.
Lunch Period	1/2 hour

* (From time to time, it may be necessary for the three person crew to work a night shift. When they are required to do so, the night shift shall be scheduled as noted above.)

Elementary & Secondary School Day Caretaker - Forty (40) hours per week

Day Shift	6:30 a.m. - 3:30 p.m.
Lunch Period	11:00 a.m. - noon

Secondary Caretaker (Afternoon Shift) - Forty (40) hours per week

Afternoon Shift	2:30 p.m. - 11:00 p.m.
Lunch period	1/2 hour staggered lunch.

Maintenance Hours - Forty (40) hours per week

Day Shift	7:45 a.m. - 4:15 p.m.
Lunch period	noon - 12:30 p.m.

Notes:

1. All lunch periods are unpaid.
2. In the event that there are changes to the hours of the school day, lunch period noted above may change.

3. Secondary School Day Caretakers shall work rotating shifts of day shift and afternoon shift.

In order to ensure that system needs are adequately met, Assistant Caretakers and Caretakers working the Day Shift will be permitted to commence work at 7:00 a.m. All deviations from the original 6:30 a.m. start time will require mutual consent between the Principal, Site Leader, Manager/Trainer Caretaking Services and the employee.

Large Elementary Schools

A.M. Cunningham	King George
Adelaide Hoodless	Lake Avenue
Bennetto	Lawfield
Briarwood	Lincoln Alexander
C.B. Stirling	Lisgar
Cardinal Heights	Lloyd George
Centennial	Memorial
Chedoke	Mountain Secondary - Caledon
Dr. J. Edgar Davey	Norwood Park
Dalewood	Parkview
Earl Kitchener	Pauline Johnson
Elizabeth Bagshaw	Peace Memorial
Franklin Road	Prince of Wales
G.L. Armstrong	Queen Mary
G.P. Vanier	R.A. Riddell
George R. Allan	Robert Land
Gibson	Ryerson
Glen Brae	Sanford Avenue
Gordon Price	Sir Wilfrid Laurier
Hampton Heights	Stinson Street
Helen Detwiler	Viscount Montgomery
Highview	W.H. Ballard
Hillcrest	Westview
Huntington Park	Mountain Office - Crestwood

Appendix "B" WAGE RATES AND CLASSIFICATION**Assistant Caretakers**

Minimum	13.86
6 months	14.22
1 years	14.38
2 years	14.59

Cooks

Minimum	15.13
6 months	15.49
1 years	15.65
2 years	15.86

Lead Hand, Afternoon Shift (Elementary & Vocational)

Minimum	14.50
6 months	14.70
1 years	14.90
2 years	15.10

**Elementary & Secondary School Day Caretaker and
afternoon Caretaker in Secondary Schools.**

Minimum	15.13
6 months	15.33
1 years	15.66
2 years	15.86

Large Elementary Schools

Minimum	15.85
6 months	16.05
1 years	16.25
2 years	16.45

Chief Mechanic 16.85**IMPLEMENTATION NOTES:**

1. The position of Cleaner will be eliminated from the pay scale effective first of the month following date of ratification by the Board. See attached Letter of Understanding regarding red-circled entitlements for Cleaners.

2. On the date of ratification, Caretakers at the Group level will maintain their present hourly rate. Effective, date of the implementation of the workload or April 1, 1997, whichever comes latest, employees will be placed on their respective salary grids at the rate of pay which is next higher to the rate of pay the employee was earning on March 31, 1997. Thereafter, employees will advance on the salary grid on April 1st of each year until the employee's salary reaches the maximum salary for the respective grid.

3. Elementary and Secondary School Day Caretakers and Afternoon Caretakers in Secondary Schools - existing Group 1 and Group 2 Caretakers and Day Shift and Afternoon Caretakers in Secondary Schools.

Large Elementary Schools - existing Group 3 and Group 4, plus Vocational Secondary Schools, G.P. Vanier and Briarwood.

Increment & Salary on Promotion

1. An employee not at the maximum salary of a Grade level shall advance on the salary grid by means of an increment in accordance with the respective salary grid steps.

2. An employee will advance on the salary grid at either six (6) months; one (1) year or two (2) years from date of appointment to the position.

3. Where a member is promoted to a position classified at a higher salary level, the member shall receive the minimum salary for the higher level.

4. If the member's salary prior to promotion is greater, then the minimum salary at the next level, the member shall receive the next higher salary step to their present salary and progress towards the salary maximum for the level in accordance with the incremental schedule for the classification.

Appendix "C" Change references to "Sun Life" to "Great West Life"

Appendix "D" Remove references to Bereavement Leave which will become a separate Article of the Collective Agreement.

Appendix "D" Page 38 of current collective agreement.

1. (b) "Employee" means worker of the Board employed on a full-time basis.

2. (a) Amend to read: twenty-four (24) days.

Note: The practice of deducting one extra day of sick leave for absences occurring on Fridays and Mondays will be discontinued.

3. Change "paragraph 4" to Article "Y".

4. Delete (now becomes new Article "Y" - Bereavement Leave.

5. Status Quo.

6. Status Quo.

7. To qualify for sick leave, an employee who is absent from duties for a period exceeding three (3) consecutive working days must produce a certificate of illness from a qualified physician or licentiate of dental surgery and (if required by the Board) a further certificate from the Medical Officer of the Board upon return to work. If such period does not exceed three (3) consecutive working days a certificate by the Principal or other superior officials of such employee shall be accepted in lieu thereof. The Board may, at its discretion, require a medical certificate from a qualified physician to cover an absence from work through illness or accident for three (3) consecutive working days or less.

8. Status Quo.

9. Status Quo.

10. Status Quo.

11. Status Quo.

12. Status Quo.

Note: Because of removal of Clause 4, all following clauses will be renumbered in new Collective Agreement.

Appendix "F" Caretaking Services Training Programs

An employee must successfully complete all sections of the following Training Program in order to qualify to post for a Lead Hand position.

Section 1 Successful completion of the Caretaking Services'

Training modules on:

- (i) Boilers and Accessories
- (ii) Climate Control Equipment
- (iii) Electrical Repair
- (iv) Plumbing Repair
- (v) Scaffold & Ladder, Bosun Chair.

Section 2 Has served one (1) year as an Assistant Caretaker at a Secondary School.

For Promotion to Caretaker

In addition to the above, in order to qualify to post for an Elementary (large or small) or Secondary School Day or Afternoon Caretaker, an employee must successfully complete:

Section I The Caretaking Services' Training module.

Section 2 One year as a Lead Hand. (For purposes of this Appendix, Lead Hand includes the three (3) person crew.)

NOTE: In the event that other tasks are contracted into this bargaining unit which require additional training, the parties agree to address the training needs through the Board's Training Committee.

Appendix "G" Update Article 18 to co-incide with Article 18 of the Collective Agreement.

Appendix "H" Casuals

(a) Casual employees will be paid the rate of the assignment when called in to replace an absent employee. A casual employee who is called in will be paid a minimum of three (3) hours pay for the day.

(b) Casual employees shall accrue seniority on a day for a day basis.

c) (i) Seniority standing of a Casual employee shall not apply to any entitlement under this Agreement, other than for the job posting provisions of Article 12.

(ii) For purposes of the job posting provisions of Article 12 only, a laid off employee whose recall rights have been exhausted, will utilize previously accrued seniority gained as a permanent employee, plus the seniority standing accrued as a casual employee.

(d) (i) If a casual employee is appointed to the regular staff, the employee shall carry forward the employee's seniority gained while serving on the casual staff, once the person has completed the probationary period under the terms of Article 11.02 (a).

(ii) An employee who is re-appointed to the regular staff after the expiration of the recall period shall not carry forward previously accrued seniority gained as a permanent employee.

(iii) In determining seniority, where two or more employees have the same hire date, the tie breaker shall be decided by lot.

(e) Casual employee may fill in for any position in the bargaining unit providing they are qualified.

(f) If a Casual employee is assigned as a replacement for an absent employee for more than three (3) consecutive days and is subsequently is off sick for more than three (3) consecutive days, the Casual employee must, upon return to work, produce medical documentation from a licensed medical practitioner or dentist, which verifies the absence was for medical reasons.

(g) If an employee refuses an assignment on three (3) consecutive occasions, without a bona fide reason, the employee's name shall be removed from the casual list.

(h) If an employee is unavailable for assignment for a period of three (3) consecutive months, other than for pregnancy/parental leave, a leave of absence granted by the Manager/Trainer, Caretaking Services, or illness certified by a medical practitioner,

the employee's name shall be remove from the casual list. Under unusual circumstances the Board may extend the period for an additional three (3) months.

(i) The Board agrees to deduct regular monthly union dues from the pay of casual employees in accordance with Article 2.04

Appendix "J" DELETE

Letter of Intent #2 - Snow Days

During the term of the Collective Agreement, two (2) representatives of the Board and two (2) representatives of the Union shall meet to review the Snow Day policy.

Letter of Intent #4 - Contracting Out - DELETE

New: Letter of Understanding - Maintenance Hours

During the lifetime of the Collective Agreement, the parties will meet to discuss the hours of work for the Maintenance Department. Any change in hours of work which may occur will be through mutual agreement of the parties.

Letter of Understanding - Implementation of the Work Load Formula and Red-Circling of Cleaners.

Part I The parties recognize that the Board must be in a position to maintain the current number of Assistant Caretaker positions prior to implementation of the workload formula. The parties also recognize that those C.U.P.E. members who will be retained under the new workload formula and who held the position of Cleaner prior to the date of ratification may require a period of adjustment prior to being transferred to the level of Assistant Caretaker.

Therefore, the Board agrees, as an adjustment period to red-circle, from date of ratification until March 31, 1998 only, those Cleaners who submit a request for red-circling on a form provided by the Board and whose seniority permits the retention of that Cleaner. On April 1, 1998, any Cleaner who has been red-circled will be

transferred to Assistant Caretaker and must perform the full scope of duties assigned to that position.

NOTE: During the period of adjustment, the Board will provide additional training, where necessary.

Part II In the initial implementation of the Board's new Workload formula, the senior Level 1 employees equal to the number of forty (40) Level 1 positions shall be asked, on a seniority basis if they wish to remain in their location or wait and view the master list of positions not yet chosen after the seniority preference has been completed. The process shall be repeated with the thirty (30) hour and twenty (20) hour positions until all positions are filled.

If an employee is unavailable either in person or by phone, to make a selection on the day that the employee is scheduled to do so, the Board will assign the employee.

The selection made by an employee on the day scheduled by the employer will be a final decision.

Letter of UnderstandingRe: Overtime/Lieu Time NEW - to be numbered later

As a pilot project, from date of ratification until March 31, 1998:

1. A member will be allowed to accumulate overtime hours up to a maximum of six (6) days per year as lieu time, calculated at the appropriate premium rate as outlined in Articles 15.02 and 15.03. The member will indicate to the Site Leader the intent to bank overtime hours.
2. The member may request to take the banked overtime hours as paid time off during the Months of July and August or during the Christmas and mid-winter break periods.
3. The banked overtime hours may be held for a maximum of one (1) year. If banked overtime hours are not used, the Board shall make the payment to the member.

Letter of Understanding - Minor Repairs

During the term of this Collective Agreement the parties agree that within the proposed complement of staff, caretakers will, wherever possible, incorporate into their regular duties, the following:

- (a) minor graffiti removal
- (b) minor cold patch pot-hole repair
- (c) as a pilot project thermostat calibration in secondary schools wherever possible

During the term of this Collective Agreement the parties agree that minor electrical repairs will continue to be part of the duties of the caretaking staff.

Letter of Understanding - Deployment Committee

A deployment committee shall be established no later than two (2) weeks after the notice of layoff or notice of restructuring is given to the Union.

Committee Structure and Operation

The deployment committee shall be comprised of three (3) representatives selected by the Board and three (3) representatives selected by the Union.

Meetings of the deployment committee shall be held during normal working hours. Time spent attending such meetings shall be paid at the employee's regular rate of pay.

Each party shall appoint a co-chair for the deployment committee. Co-chairs shall chair alternate meetings of the committee and will be jointly responsible for establishing the agenda of the committee meetings, preparing minutes and writing such correspondence as the committee may direct.

The Board agrees to provide the deployment committee with pertinent information required to carry out its mandate.

Committee Mandate

- i) identify and propose alternatives to the proposed layoff(s) or elimination of position(s) and develop restructuring processes and procedures.
- ii) identify vacant positions, or positions which may become vacant, within a twelve (12) month period.
- iii) develop and administer any deployment processes and procedures.
- iv) identify retraining needs of workers and forward the recommendations to the Caretaking Services Training Committee.

Procedure Development

The committee will be charged with the responsibility of developing processes and procedures as identified through a layoff(s) or restructuring process.

Following the development of the process and procedures, the committee will be responsible for the communications of the processes and procedures to the membership.

Administration of Process

The committee will be charged with carrying out the processes and procedures, as identified by the committee.

ADDED NOTES:

- i) The deployment committee for implementation of the Workload Formula shall be established and shall meet within one (1) week of the date of ratification of the 1996-98 Collective Agreement.
- ii) The committee shall schedule two (2) meetings dates within the first week of its establishment to continue to develop a process for implementing the Board's new Workload Formula, recognizing all progress achieved to date.
- iii) Full implementation of the process will be completed no later than April 1, 1997.

- iv) Upon completion of the implementation process the deployment committee shall not meet again unless another action takes place which will cause the giving of notice to the Union of layoff(s) or restructuring.
- v) This letter will remain in effect for the term of the existing Collective Agreement.

Letter of Understanding on Training

The parties agree to establish a joint committee composed of three (3) representatives from the Board and three (3) representatives from the Union to identify alternatives for maintaining and improving efficient work practices for members of the bargaining unit. The mandate of the committee shall include but not be limited to:

- i) developing the Caretaking Services' Training Module
- ii) identification of training requirements for repair work

Letter of Understanding - Work of Bargaining Unit

The Board agrees that from date of ratification until the expiration of the Collective Agreement, no bargaining unit work shall be performed for the Board under the auspices of an "Ontario Works" program.

Letter of Understanding - Replacement Coverage

1. When the employer becomes aware that an absence will be longer than five (5) days or will extend a further five (5) days, the replacement assignment shall first be offered to the senior permanent employee on reduced hours, should one exist in the building. Any casual employee called in shall then be used to back fill that position.
2. Coverage shall be initiated to meet the needs of the building, as determined by the Site Leader. Casual Assistants may be called in on the first day of absence but will be called no later than the third day of absence.

3. Casuals Assistants may be called in for full replacement coverage at the rate of pay of the employee being replaced.
4. Casual Assistants may also be called in for extra help or partial coverage for which they shall be paid the minimum rate of Assistant Caretaker.
5. The Casual Assistant call in protocol shall be on a seniority basis as provided for in Article XXX.12. The senior Casual Assistant not on assignment in a family of schools shall have the first opportunity to the available assignment within that family of schools.
6. It is understood by the parties that should an employee from the same or another building be called in for replacement coverage, any resulting additional tasks assigned to this employee shall be offset by an equivalent reduction to that employee's regular schedule.

Initial implementation

On initial startup and for the first month following implementation of the new workload formula, all absences shall be filled by Casual Assistants.

Bereavement Leave will become a separate Article to be numbered later and shall read as follows:

Y.1 Bereavement Leave shall be granted to an employee in accordance with this Article.

Y.2 For absence occasioned by the death of a spouse, son, daughter, mother, father, sister or brother of the employee or the employee's spouse, leave shall be granted without loss of salary or deduction from the Sick Leave Credit Account for a period not exceeding four (4) consecutive working days. Notwithstanding clause Y.5, if the day of burial is not within the allotted consecutive days, then one of the allotted days may be applied at a future time on the day of burial. The absence on the day of death is not included in the calculation of the leave. One (1) additional day may be granted at the discretion of the Director, where extended travel is required.

Y.3 For absence occasioned by the death of other relatives of the employee or the employee's spouse's immediate family, leave shall be granted without loss of salary or deduction from the Sick Leave Credit Account for a period not exceeding three (3) consecutive working days. Notwithstanding clause Y.5, if the day of burial is not within the allotted consecutive days, then one of the allotted days may be applied at a future time on the day of burial. The absence on the day of death is not included in the calculation of the leave. One (1) additional day may be granted at the discretion of the Director, where extended travel is required.

Y.4 For absence occasioned by the death of a close friend, leave shall be granted without loss of salary or deduction from the Sick Leave Credit Account for a period not exceeding one (1) day for the purpose of attending a funeral.

Y.5 The bereavement leave shall begin within seven (7) calendar days following the day of death.

Y.6 The President or the President's designate will receive up to one (1) day off work without pay to attend the funeral of any member's or retired member's death.

NEW - ARTICLE XX - PERSONNEL FILES

XX.1 Each employee shall have a personnel file retained by the Board and located in the Human Resources Department of the Board.

XX.2 An employee shall have access to examine the employee's personnel file upon prior arrangement with the Human Resources Department. Upon request, an employee shall be provided with a copy of material contained in such file.

XX.3 An employee may request that a steward accompany the employee to review the employee's personnel file.

XX.4 An employee shall have the right to contest in writing the accuracy of such information contained in the employee's personnel file, and have the same recorded in the Member's file. If there is

found to be an error in the information, the Board shall notify all parties concerned, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Layoff and Recall

XXX.1 The Board agrees that in the event of lay off, no employee covered by this Agreement shall be treated in a manner which is inconsistent with the terms of Article XXX.

XXX.2 The Board agrees that when a decision is made to lay off, make a position redundant or close a school, the Board shall provide the Union with no less than thirty (30) days notice.

XXX.3 An employee who is to be laid off shall be provided with no less than thirty (30) days notice.

XXX.4 In the event of layoff, seniority shall be used in its reverse order, beginning with the most junior person, who shall be the first to be laid off. In the event of recall, recall shall be in direct seniority order, starting with the most senior qualified person who has been laid off. Notwithstanding the foregoing, where a layoff would cause a qualified employee to be laid off and no senior qualified replacement employee exists, such employee may be retained out of seniority. No new employee shall be hired until all laid off employees who are qualified to perform the available work have been recalled.

Whenever used in this Agreement, the word "qualified" or the like shall mean presently possessed of the accomplishments which enable the person to perform the work required in accordance with the Board's quality and production standards so that the person performs such work after being given general information concerning it, but does not require a trial period or a training period.

XXX.5 In the event an employee is subject to layoff, the employee shall be transferred to the job held by the most junior employee in the employee's Classification Group, provided the employee has the necessary seniority and is qualified. If the employee is the most junior employee in the classification group, the employee shall

thereby displace the most junior employee in the next lowest classification group to which the employee's seniority would otherwise be entitled, provided the employee is qualified.

The employee who is thereby displaced by Article XXX.5 shall be transferred to the job held by the most junior employee in the next lowest classification group to which the employee's seniority would otherwise be entitled, provided the employee is qualified. An employee who moves to a lower classification group shall be paid the rate of such lower classification group.

For purposes of layoff and recall, the position of Assistant Caretaker shall be listed as separate hourly categories. EG.. Where an employee is displaced, the employee shall bump the most junior employee in that hourly category. In the event the displaced employee is the most junior employee in that hourly category, that employee shall bump the most junior employee in the next lowest hourly category to which the employee would be entitled by seniority.

In the event of recall, an employee on layoff shall be recalled to the final subsequent posting resulting from an initial vacancy.

XXX.6 If an employee has been informed, in writing, by the Board that the employee will be laid off because of redundancy or closure, the employee may exercise the employee's right to be placed on a recall list with the Board in accordance with this Article.

XXX.7 Recall rights will be for a period of thirty (30) months, effective date of lay off as per 11.06 (d).

XXX.8 When a position becomes vacant, the posting procedures outlined in Article 12, of the Collective Agreement will be implemented.

XXX.9 The final subsequent vacancy resulting from the completion of the posting process shall be offered to the most senior qualified person on the recall list.

XXX.10 If an employee on the recall list refuses, in writing, an offer of recall, the Board will have no further obligation to the employee under this Collective Agreement and the employee's name shall be removed from the recall list.

XXX.11 The Board shall not hire from outside the bargaining unit unless there are no qualified employees remaining on the recall list.

XXX.12 Employees on the recall list will have first opportunity to perform Casual work for the Board.

XXX.13 If an employee is recalled to the permanent staff from layoff within thirty (30) months of the date of lay off, the employee's seniority and previously accrued sick leave will be reinstated as if there was no interruption in service.

XXX.14 When the thirty (30) month recall period has expired, the employee will accrue seniority for the purpose of Article 12 - Job Posting, in accordance with Appendix "H", sub section (c) (ii).

REPORT OF THE FRENCH LANGUAGE SECTION SECOND REPORT

Present: Trustees Desmarais (Chairman), Paquin and Patenaude.

Officials Present: R. C. Lavoie (Superintendent of Schools, French as a First Language).

The French Language Section recommends:

1. That the following recommendations of the Superintendent of Schools, French as a First Language be approved as presented.

A. STAFFING

1. Probationary Staff Appointment(s) - Nil

2. Permanent Staff Appointment(s) - Nil

3. Promotion(s)

That Raynald Trudel be appointed to the position of Head of Department (Technological Studies) effective 1997 02 01 with salary according to the salary schedule.

4. Internal Appointment(s) - Nil

5. Timetable Change(s) - Nil

6. Retirement(s) - Nil

7. Leaving Employment - Nil

8. Leave(s)

Secondment

Leave(s) of Absence

That the request of Joanne Mooney (Teaching Staff) for a Leave of Absence effective 1997 03 17 to 1997 09 19 be granted.

B. OTHER

Trips

That the following trip requests be approved:

(a) Georges-P.-Vanier, Grades 9 to OAC, École secondaire Thériault, Timmins, Ontario, 1997 02 13-16.

(b) Georges-P.-Vanier, Grades 12-OAC, Hearst, Ontario, 1997 04 02-05.

* * * * *

2. That the Memorandum from the Ministry of Education and Training dated 1997 01 09 re Capital Funding for 1997-1998 and 1998-1999 be received for information.

3. That the News Release from the Ministry of Education and Training dated 1996 12 16 re Minister receives Report on Post-Secondary Education be received for information.

4. That the News Release from the Ontario French Language Trustees' Association (AFCO) dated 1996 12 20 re Reactions to the Minister's Announcements be received for information.

5. That the News Release from the Ontario French Language Trustees' Association (AFCO) dated 1997 01 09 re Construction of Schools Projects be received for information.

6. That the Report from the Ontario French Language Trustees' Association (AFCO) dated 1997 01 07 re Report of the Joint Special Meeting of the two Associations be received for information.

Clause 7. amended at Board.

7. That the letter from the School Council of Georges-P.-Vanier dated 1996 11 29 re "En Bloc Transfer" be received for information and that the following recommendation be approved and forwarded to the Education Improvement Commission: "Whereas the School Council of Georges-P.-Vanier has indicated its support, whereas the French Language Secondary School Teachers Federation AEFO from Georges-P.-Vanier has indicated its support and whereas the French Language Community and its coterminous regions have also indicated their support, the French Language Section of The Board of Education for the City of Hamilton recommends to the Education Improvement Commission responsible for the transition towards a new system that 'École

secondaire Georges-P.-Vanier' be transferred to the Ontario French Language Separate District School Board #64 and that all stakeholders be notified".

8. That the Report on the 1995-1996 Funding for the "Violence Prevention: Connections: From Awareness to Action" Project be received for information.

9. That the Report on the Provincial Report Card for Grades 1 to 9 be received for information.

10. That the Verbal Report on the establishment of French Language School Boards and Bill 104 reducing the number of School Boards be received for information.

11. That the Report of the Admission Committee be approved and that Mahamat HAMIT-HAGGAR and Ali-Abdoulaye AHMAT be admitted to École secondaire Georges-P.-Vanier.

Respectfully submitted

Conference Room
Centre francophone St-Thomas-d'Aquin
1997 02 04

JEAN DESMARAIS
Chairman

RAPPORT DE LA SECTION DE LANGUE FRANÇAISE DEUXIÈME RAPPORT

Étaient présents: M. Jean Desmarais (président), M. Hubert Paquin (conseiller scolaire), Mme Marie Patenaude (conseillère scolaire).

Administrateur présent: M. R. C. Lavoie (Surintendant des écoles de langue française).

La Section de langue française recommande :

1. que les propositions suivantes du Surintendant des écoles de langue française soient approuvées tel que présenté.

A. DOTATION EN PERSONNEL

1. **Nomination(s) du personnel stagiaire** - Aucune
2. **Nomination(s) du personnel permanent** - Aucune
3. **Promotion(s)**

Que Raynald Trudel soit nommé au poste de Chef de section (Études technologiques) à partir du 1er février 1997 selon les conditions de l'entente en vigueur.

4. **Nomination(s) interne(s)** - Aucune
5. **Changement(s) d'assignation** - Aucun
6. **Retraite(s)** - Aucune
7. **Résiliation(s) d'emploi** - Aucune
8. **Congé(s)**

Prêt de service

Congé autorisé

Que la demande de Joanne Mooney (personnel enseignant) pour un congé autorisé à partir du 17 mars 1997 jusqu'au 19 septembre 1997 soit accordée.

B. QUESTION(S) DIVERSE(S)

Voyage(s)

Que les demandes de voyages suivantes soient approuvées :

(a) Georges-P.-Vanier, 9e années-CPO, École secondaire Thériault, Timmins, Ontario, les 13-16 février 1997. (Tournoi francophone de ballon-panier - garçons juniors et seniors.)

(b) Georges-P.-Vanier, 12e années-CPO, Hearst, Ontario, les 2-5 avril 1997. (Tournoi franco-ontarien de Hockey.)

* * * * *

2. que la note de service du Ministère de l'Éducation et de la Formation en date du 9 janvier 1997 : Objet : Financement des immobilisations pour 1997-1998 et 1998-1999 soit reçue à titre d'information.

3. que le communiqué du Ministère de l'Éducation et de la Formation en date du 16 décembre 1996 : Objet : Le ministre reçoit un rapport sur l'éducation postsecondaire soit reçu à titre d'information.

4. que le communiqué de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 20 décembre 1996 : Objet : L'AFCSO réagit à l'annonce du ministre Snobelen soit reçu à titre d'information.

5. que le communiqué de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 9 janvier 1997 : Objet : Projets de construction d'écoles soit reçu à titre d'information.

6. que le rapport de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 5 décembre 1996 : Objet : Rapport de la réunion extraordinaire et conjointe de l'AFCSO et de l'AFOCEC soit reçu à titre d'information.

Clause 7. amended at Board

7. que la lettre du Conseil d'école de Georges-P.-Vanier en date du 29 novembre 1996. Objet : Transfert en bloc soit reçue à titre d'information et que la proposition suivante soit approuvée et envoyée à la Commission d'amélioration de l'éducation. : « Compte tenu de la lettre d'appui du Conseil d'école de Georges-P.-Vanier, et compte tenu l'appui de l'AEFO secondaire de Georges-P.-Vanier, et compte tenu l'appui communautaire francophone de Hamilton et des

régions limitrophes, la Section de langue française du Conseil de l'éducation de la ville de Hamilton recommande à la Commission d'amélioration de l'éducation chargée d'encadrer la transition vers le nouveau système, que l'École secondaire Georges-P.-Vanier soit transférée au Conseil de district des écoles séparées de langue française de l'Ontario no 64 et que les principaux intervenants en soient avisés ».

8. que le rapport sur le financement du projet Interactions : de la sensibilisation à l'intervention pour 1995-1996 soit reçu à titre d'information.

9. que le rapport sur la mise à l'essai du Bulletin provincial de la 1^{re} à la 9^e année soit reçu à titre d'information.

10. que le rapport verbal sur la création des nouveaux conseils scolaires francophones et le projet de loi 104 réduisant le nombre de conseils scolaires soit reçu à titre d'information.

11. que le rapport du Comité d'admission soit approuvé et que Mahamat HAMIT-HAGGAR et Ali-Abdoulaye AHMAT soient admis à l'École secondaire Georges-P.-Vanier.

Respectueusement présenté

Salle de conférence
Centre francophone St-Thomas-d'Aquin
le 4 février 1997

JEAN DESMARAIS
Président

REPORT OF THE PROGRAM COMMITTEE THIRD REPORT

Present: Trustees Stewart (Chairman), Bishop, Johnstone, Mulholland, Wall and Cunningham.

Also Present: Trustees Darby, Desmarais, Hicks, Hill, Johnston, Korz, Lowe, MacDonald, Orban and Rogers.

Officials Present: F. Cooke (Assistant Superintendent of Program and Secretary Pro Tem), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), R. Lavoie (Superintendent of Schools, French as a First Language) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Status Report on the Implementation of the "Common Curriculum - Grades 1-9" be received for information.
2. That the correspondence from the Ministry of Education and Training re the Evaluation Report: Model Program for Expelled Students be referred to the Safe Schools Committee.

ELEMENTARY/SECONDARY

1. That the Report re Reduction in staff FTE for Non-mandated Programs: Design and Technology, Family Studies, Guidance, Library be received for information.

Respectfully submitted

Board Room
1997 02 06

R. STEWART
Chairman

**REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE
THIRD REPORT**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond, (Superintendent of Program), F. Cooke (Assistant Superintendent of Program) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the verbal Report re School Councils be received for information.
2. That the verbal Report re Safety Salt on Walkways/Playgrounds be received for information.
3. That the Report of the Fundraising/Corporate Partnership Policy Committee be deferred to the March 1997 meeting of the Operations and Finance Committee.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education be approved:

(a) That the following trip requests be approved:

- (i). Burkholder, Grades 6 to 8 [Camping Trip, Camp Arowhon, Algonquin Park], 1997 06 10-13 (Tuesday to Friday)

- (ii). Cardinal Heights, Grade 8 [Parliament Buildings, Ottawa, Ont.], 1997 05 21-23 (Wednesday to Friday)
- (iii). Chedoke, Grade 8 [Ski Trip, Barrie, Ont.], 1997 03 06 (Thursday)
- (iv). Glen Brae, Grade 8 [Muskoka Woods, Lake Rosseau, Ont.], 1997 04 22-25 (Tuesday to Friday)
- (v). Holbrook, Grades 4 to 5 [Camp Wanakita, Haliburton, Ont.], 1997 05 12-14 (Monday to Wednesday)
- (vi). Memorial, Grades 6 to 8 [Ski Trip, Horseshoe Valley, Barrie, Ont.], 1997 02 25 (Tuesday)
- (vii). Memorial, Grade 8 [Ski Trip, Horseshoe Valley, Barrie, Ont.], 1997 02 25-26 (Tuesday to Wednesday)
- (viii). Norwood Park, Grades 6 to 8 [Ski Trip, Snow Valley, Barrie, Ont.], 1997 02 28 (Friday)
- (ix). Queen Mary, Grades 6 to 8 [Camping Trip, Bracebridge, Ont.], 1997 06 17-20 (Tuesday to Friday)
- (x). Viscount Montgomery, Grade 8 [Kilcoo Camp, Minden, Ont.], 1997 05 20-24 (Tuesday to Saturday)
- (xi). Viscount Montgomery, Queen Victoria, Fernwood Park, Grades 4 to 5 [Teen Ranch, Orangeville, Ont.], 1997 05 22 to 23 (Thursday to Friday)
- (xii). Westview, Grades 7 to 8 [Stratford Theatre, Stratford, Ont.], 1997 05 29 (Thursday)
- (xiii). Sherwood, Grades 9 to OAC [Stratford Festival, Stratford, Ont.], 1997 05 26 (Monday)
- (xiv). Westdale, Grades 11 to OAC [World Affairs Conference at Upper Canada College, Toronto], 1997 02 17-18 (Monday to Tuesday)

- (xv). Westdale, Grades 9 to OAC [National Music Festival, Ottawa], 1997 05 23-25 (Friday to Sunday)
- (xvi). OFSAA Championships, Grades 9 to OAC [Cross Country Skiing, North Bay, Ont.], 1997 02 20-21 (Thursday to Friday)
- (xvii). OFSAA Championships, Grades 11 to 13 [Girls' Volleyball, Kitchener, Ont.], 1997 03 04-06 (Tuesday to Thursday)
- (xviii). OFSAA Championships, Grades 11 to 13 [Girls' "AA" Volleyball, Perth, Ont.], 1997 03 04-06 (Tuesday to Thursday)
- (xix). OFSAA Championships, Grades 9 to OAC [Boys' Basketball, Ottawa, Ont.], 1997 03 05-07 (Wednesday to Friday)
- (xx). OFSAA Championships, Grades 9 to OAC [Boys' "AA" Basketball, Stratford, Ont.], 1997 03 05-07 (Wednesday to Friday)
- (xxi). OFSAA Championships, Grades 9 to OAC [Boys' Hockey, Sault Ste. Marie, Ont.], 1997 03 19-22 (Wednesday to Saturday)
- (xxii). OFSAA Championships, Grades 9 to OAC [Gymnastics, Toronto, Ont.], 1997 04 11 (Friday)
- (xxiii). OFSAA Championships, Grades 9 to OAC [Badminton, London, Ont.], 1997 05 01-03 (Thursday to Saturday)
- (xxiv). OFSAA Championships, Grades 9 to OAC [Boys' Soccer, Sudbury, Ont.], 1997 06 05-07 (Thursday to Saturday)
- (xxv). OFSAA Championships, Grades 9 to OAC [Boys' "AA" Soccer, Forest, Ont.], 1997 06 05-07 (Thursday to Saturday)

(xxvi). OFSAA Championships, Grades 9 to OAC [Girls' Soccer, Ottawa, Ont.], 1997 06 05-07 (Thursday to Saturday)

(xxvii). OFSAA Championships, Grades 9 to OAC [Girls' "AA" Soccer, Alexandria, Ont.], 1997 06 05-07 (Thursday to Saturday)

(xxviii). OFSAA Championships, Grades 9 to OAC [Track and Field, Toronto, Ont.], 1997 06 05-07 (Thursday to Saturday)

2. That the request to include Hamilton Board of Education students in a research study, as supported by York University, on the development of children's representations of quantity be granted, provided that the involvement of students is voluntary and with parental consent.

3. That the Survey Request from Statistics Canada (Second Cycle) be received for information and the following recommendations approved:

(a) That the request from Statistics Canada:

(i). to send questionnaires to the teachers and principals of students whose parents have agreed to participate in the National Longitudinal Survey of Children and Youth Study, and

(ii). to request principals to have a short version of the Canadian Achievement Test - 2 administered to each student participating in the National Longitudinal Survey of Children and Youth Study be approved.

Respectfully submitted

Board Room
1997 02 13

S. HILL
Chairman

**REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
THIRD REPORT**

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Assistant Superintendent of Program), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Committee recommends:

G E N E R A L

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following staff be appointed to the Probationary Cleaning Staff in the position of Cleaner, effective as shown, with salary according to the salary schedule:

George McClary, 1997 01 06

William Mines, 1997 02 03

Ronald Pardy, 1997 02 03

Replacements

Contract Compliance

(ii) That John Hannah be appointed to the Probationary Clerical & Technical Staff in the position of Staff Assistant - Outdoor & Environmental Education Centres (Grade 7, 10 month), effective 1997 02 24, with salary according to the salary schedule.

New Position

(iii) That Pamela Nielsen be appointed to the Probationary Clerical & Technical Staff in the position of Computer Operator, Technical Services (Grade 7), effective 1997 02 24, with salary according to the salary schedule.

Replacement

Contract Compliance

2. PERMANENT STAFF APPOINTMENTS - Nil

3. PROMOTIONS

(a) That the effective date of the appointment of Wendy Hutton (S) to the term position of Project Team Leader (Care, Treatment and Correctional Programs: CTC - Section 27 Programs), approved at a previous meeting, be changed to 1996 09 20.

New Position - Section 27 (Ministry Funded)

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Thelma Dakin, Cleaner (Cleaning Staff), 1997 05 31

Anne MacKay, Cleaner (Cleaning Staff), 1997 03 31

(ii) That the resignation of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

Amelia Costantini, Cleaner (Cleaning Staff), 1996 11 14

Joyce Hayes, Cleaner (Cleaning Staff), 1997 02 01

7. LEAVING EMPLOYMENT- Nil

8. LEAVES

Leave of Absence

(a) That the request of Casey Denton, Senior Accounting Analyst (Clerical & Technical Staff), for a Leave of Absence, effective 1997 02 01 to 1997 05 31, be granted.

Leave Extension

(a) That the request of Karen Chaikoff, Co-ordinator, Research Services (Clerical & Technical Staff), for an extension of her Leave of Absence, effective 1997 03 04 to 1997 07 08, be granted.

9. O T H E R S - Nil

2. That the Staffing Report - Full Time Equivalent Positions as of 1997 01 31 be received for information.

3. That the Report on Supply Teacher Usage as of 1996 12 31 be received for information.

E L E M E N T A R Y / S E C O N D A R Y

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Lisa Sanelli (E) be re-appointed to the Probationary Staff, effective 1997 03 03, with salary according to the salary schedule.

Replacement

2. PERMANENT STAFF APPOINTMENTS

(a) That Cynthia Campanella (E) be recalled and appointed to the Permanent Staff, effective 1997 04 01, with salary according to the salary schedule.

Replacement

3. PROMOTIONS

(b) That the following staff be promoted to the position of Elementary School Secretary - Grade 8, 10 month (Clerical & Technical Staff), effective as shown, with salary according to the salary schedule:

Karen Provost, 1997 02 24

Linda Sheppard, 1997 02 17

Replacements

Contract Compliance

4. INTERNAL APPOINTMENTS - Nil**5. TIMETABLE CHANGES**

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Mary Lou Mauro (E), .5 to 1.0, 1997 02 01

Adele Schiedel (S), .83 to 1.0 (3/3 Sem. 1&2), 1997 01 29

Replacements

6. RETIREMENTS

(a) (i) That the resignation of Marjorie Randall, Elementary School Principal, for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Douglas dePass (E), 1997 04 30

Gerald Kilby (S), 1997 08 31

Alan Kingston (S), 1997 06 30

7. LEAVING EMPLOYMENT - Nil**8. LEAVES****Leave of Absence**

(a) That the requests of the following teachers, for a Leave of Absence, effective as shown, be granted:

Darlene Baker (E), 1997 03 03 to 1997 08 31

Andrea L. Bradshaw (E), 1997 03 24 to 1997 09 26

Linda Cooper (E), 1996 11 29

Susan Crossgrove (E), 1996 06 18

Charlene Durritt (E), 1997 01 09

Jyoti de Haan (S), 1997 03 17 to 1997 08 31

Eleanor Gallagher (S), 1997 02 10 to 1997 08 31

Virginia A. Hewick (E), 1997 03 07 to 1997 11 06

Lynn Krusto (E), 1997 02 10 to 1997 10 10

Anne Pittis (E), 1996 12 10

Katherine M. Preston (E), 1997 02 24 to 1997 06 13

Denise Raue (E), 1997 01 29

Sylvie Sauer (E), 1997 03 17 to 1997 11 14

Sybille Stahl (E), 1997 02 17 to 1997 08 31

Leave of Absence - Date Change

(a) That the dates of the Leave of Absence granted to Nelly Hirasawa (S) at a previous meeting, be changed to 1997 01 06 to 1997 08 31.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Jennifer Holmes-Dziuba (E), 1997 04 07 to 1997 08 31

Edith Schroedter (S), 1997 02 01 to 1997 08 31

Paula Scott (S), 1997 02 01 to 1997 08 31

Leave of Absence - "Four Over Five"

(a) That the requests of the following teachers for Leaves of Absence under the Salary Holdback Plan ("Four Over Five") according to the Collective Agreement, effective as shown, be granted:

(i) That the request of Joseph Bjegovich for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Elementary Collective Agreement be amended to read from September to December, 1997 and from January to June, 1999.

(ii) That approval be granted for the request of Errol Hannibal for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the second semester of the 1998-99 school year.

(iii) That approval be granted for the request of Janet MacLennan for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the second semester of the 1998-99 school year.

Reduced Workload Leaves

(a) That the request of Virginia Brisbin (S) for a .16 Reduced Workload Leave of Absence, effective 1997 01 29 (2/3 Sem. 1&2), be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Keith Archer (S), 1997 01 29
Sheila Babb (S), 1997 01 29
Sharon Bray (S), 1997 01 29
Pamela Carson-White (E), 1997 02 24
Leslie Forsyth (E), 1997 01 01
Penny Hamaoka (E), 1997 09 01
Nelly Hirasawa (S), 1997 09 01
Debra Ann Kerr-Pendlebury (E), 1997 02 03
Allison Montgomery (E), 1997 09 01 (.5)
Donald Newton (S), 1997 01 29
Patricia Newton (S), 1997 01 29

9 . OTHERS - Nil

Respectfully submitted

Board Room
1997 02 13

G. DARBY
Chairman

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 03 04

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Hill, Johnston, Orban, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary of the Board), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools), F. Cooke (Assistant Superintendent of Program) and L. Veerman (Acting Senior Financial Officer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Hicks, Johnstone, Korz, Lowe and Mulholland.

GENERAL

The Chairman reported the purpose of this special meeting was to facilitate the Board's operations in interviewing for the Interim Position of Superintendent of Schools, adding that to proceed with the interviews by the full Board would be a breach of Board policy.

Trustee Darby noted the policy provided for a set of initial interviews by the Personnel and Organization Committee to shortlist the candidates to three. Since there were only three applicants, there was agreement to proceed with the full Board interviews only.

Moved by Mr. Darby, seconded by Mrs. Wall: That the initial interview by the Personnel and Organization Committee to shortlist candidates, as provided for in the Board's Procedures for Selecting Supervisory Officers, be eliminated and that the process move

straight to the final interviews by the full Board on 1997 03 05 in the selection of the Interim Appointment to the Position of Superintendent of Schools. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 03 05

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Johnston, Johnstone, MacDonald, Orban, Rogers, Stewart and Wall.

Official Present: M. Matier (Interim Director of Education and Secretary of the Board).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Hicks, Hill, Korz, Lowe and Mulholland.

ELEMENTARY/SECONDARY

The Board interviewed three candidates for the position of Interim Superintendent of Schools.

Following a review of the procedures and questions for the interviews, each candidate was then interviewed at the appointed time. The Chairman noted for each candidate the regrets from the trustees who were unable to attend this evening's interviews due to previous commitments.

The vote by secret ballot resulted in the following action:

Moved by Mr. Darby, seconded by Mr. Stewart: That Frank Cooke be appointed to the position of Interim Superintendent of Schools for the Board of Education for the City of Hamilton effective 1997 03 05. Carried.

Moved by Mr. Gage, seconded by Ms. MacDonald: That the ballots be destroyed. Carried.

Trustee Hill, while not being able to attend this meeting, asked that her objection to the selection of this date when there was just a quorum of trustees available for the interviews be recorded in the public minutes.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF EDUCATION**

Board Room
Education Centre
1997 03 18

The Board met.

Present: Trustees Mulholland (Chairman Pro Tem), Bishop, Darby, Gage, MacDonald, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary of the Board), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais, Cunningham, Hill, Johnston, Johnstone, Korz, Lowe and Patenaude.

GENERAL

The Chairman stated that the purpose of this special meeting was to facilitate the Board's operations in interviewing for the Interim Position of Assistant Superintendent of Schools, recalling the same process adopted by the Board in filling the Interim Position of Superintendent of Schools.

Moved by Mr. Darby, seconded by Mrs. Wall: That the initial interview by the Personnel and Organization Committee to shortlist candidates, as provided for in the Board's Procedures for Selecting Supervisory Officers, be eliminated and that the process move straight to the final interviews by the full Board on 1997 03 20 in the selection of the Interim Appointment to the Position of Assistant Superintendent of Schools. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**MINUTES OF THE
BOARD OF EDUCATION**

Board Room
Education Centre
1997 03 20

The Board met.

Present: Trustees Mulholland (Chairman Pro Tem), Bishop, Darby, Gage, Hicks, Hill, Johnston, Johnstone, Korz, MacDonald, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Binns (Superintendent of Human Resources), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Board met in-camera prior to the public meeting and the following action was taken:

ELEMENTARY/SECONDARY

The Board interviewed three candidates for the position of Interim Assistant Superintendent of Schools.

The Secretary noted that regrets for being unable to attend the interviews were received from Trustees Lowe, Korz, Hicks and Cunningham.

Following a review of the procedures and questions for the interviews, each candidate was then interviewed at the appointed time.

The vote by secret ballot resulted in the following action:

Moved by Mr. Darby, seconded by Mrs. Hill: That Kenneth Bain be appointed to the position of Interim Assistant Superintendent of Schools for the Board of Education for the City of Hamilton effective 1997 03 20. Carried.

Moved by Mr. Gage, seconded by Ms. MacDonald: That the ballots be destroyed. Carried.

The Board then met in public.

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Cunningham, Desmarais and Lowe.

Prior to moving the adoption of the minutes, Trustee Hill requested that all minutes reflect the position of Director of Education and Secretary as "Interim".

Moved by Mrs. Hill: That the minutes of the regular meeting of 1997 02 20 and special meetings of 1997 01 29, 1997 02 06, 1997 02 13, 1997 03 04 and 1997 03 05 be adopted. Carried.

The Secretary drew the members' attention to the correspondence attached to the agendas.

Moved by Dr. Johnston, seconded by Mr. Stewart: That the note of thanks for the Board's expression of sympathy from the Frances Byrne family, the response from the Minister of Health regarding the proposed tobacco legislation and the response from the Minister of Education and Training regarding high school reform be received and filed. Carried

Moved by Dr. Johnston, seconded by Mr. Stewart: That the Hamilton Board of Education concur with the Metropolitan Toronto School Board regarding Bill 104 and that such position be communicated to the Premier, Government House Leader, the Minister of Education and Training and all Hamilton Members of Provincial Parliament. Carried.

Trustee Darby presented a letter from the Director of Education and Secretary of the Wentworth County Board which had been sent to all trustees and asked that the Board deal with it this evening.

Noting the letter was not on the agenda, the Chairman called for the members' wishes and the required two-thirds majority was received.

While supportive of the direction to meet with the Wentworth County trustees, several members spoke against a select group of trustees meeting, as suggested in the letter. Some concern with their proposal to consider alternatives to amalgamation was also expressed.

Moved by Mr. Stewart, seconded by Ms. MacDonald: That the Chairman of the Board and the Interim Director of Education and Secretary respond to the letter from the Wentworth County Board of Education indicating the Board's willingness to meet. Carried.

Presentation of Reports

Program Committee - Mr. Stewart

Operations and Finance Committee - Ms. Orban

Personnel and Organization Committee, regular and special
- Mr. Darby

Moved by Ms. Orban seconded by Mr. Korz: That the General Part of the Report of the Operations and Finance Committee be adopted.

Trustee Korz requested that Clause 4. be dealt with separately and spoke in opposition to the cost of the membership in the Ontario Public School Boards' Association.

Trustees in support of the membership offered the costs are minuscule in comparison to what O.P.S.B.A. has done on behalf of public education through their lobbying efforts.

Clause 4. was put to a vote and was Carried.

Moved in amendment by Mrs. Hill, seconded by Ms. Orban: That the Section 7.1 in the Operating Procedures in Clause 3. (a), be amended to delete two trustees from the membership of the Sponsorship/Fundraising Review Committee.

Trustees in support of the amendment felt the role of the Committee was administrative and that any decision of the Committee would come to Board for approval making trustee membership redundant. Those opposed believed trustees would bring a public voice to the Committee's work.

The amendment was put to a vote and was Lost.

Citing his objection to a School Closure policy of less than 18 months, Trustee Stewart requested Clause 2. (a) be voted on separately and by recorded vote.

Clause 2. (a) was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Johnston, Gage, MacDonald, Korz, Orban, Wall, Patenaude and Hill; those opposed: Trustees Mulholland, Johnstone, Rogers, Hicks, Paquin, Darby and Stewart.

The remainder of the Report was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mrs. Wall: That the General Part of the Report of the Personnel and Organization Committee be adopted.

Moved in amendment by Mrs. Hill, seconded by Mr. Stewart: That Clause 8. be tabled. Lost.

The Report was put to a vote and was Carried.

FRENCH LANGUAGE SECTION

Presentation of Report - Mr. Paquin

Moved by Mr. Paquin, seconded by Ms. Patenaude: That the Report of the French Language Section be adopted. Carried.

ELEMENTARY/SECONDARY

The Secretary drew the members' attention to the correspondence attached to the agendas.

Moved by Mrs. Hill, seconded by Mrs. Wall: That, in response to the request of O.S.S.T.F, District 8, Trustee Joan MacDonald act as a judge in the selection of the Walter Clarke Outstanding Teacher Award. Carried.

Moved by Mr. Darby, seconded by Mr. Stewart: That the letter from G. R. Allan School Council regarding cuts to the Library Program be referred to Budget Review. Carried.

Referencing the letter from Ryckman's Corners School Council regarding increasing the secretarial position at the school, the Officials were asked whether any action has been taken to address the concerns outlined.

Mr. Matier indicated that the Superintendents of Schools have considered possible solutions but no action has been taken.

Moved by Ms. Orban, seconded by Mr. Korz: That the correspondence from Ryckman's Corners School Council be referred to the Superintendent of Schools for immediate action.

The Chairman noted that the motion would require a two-thirds majority vote since it was by-passing referral to the Standing Committee (reference Rule 33).

Several trustees expressed concern that action was delayed pending consideration of the letter by the Board. Mr. Matier noted that allocating additional secretarial support and re-examining the twinning of schools would rectify the concerns of the School Council. Either direction would, however, require Board approval.

Moved in amendment by Mr. Stewart, seconded by Mr. Darby: That the letter be referred to the Officials for a report to the April meeting of the Operations and Finance Committee.

Trustee Korz accepted the amendment as a friendly amendment.

Trustee Gage offered a friendly amendment that the Officials also report on the twinning of all six schools.

The motion, as follows, was put to a vote and was Carried.

That the letter from Ryckman's Corners School Council regarding increasing the secretarial position be referred to the Officials for a report to the April meeting of the Operations and Finance Committee and that the report include the twinning of all six schools.

Moved by Mr. Korz, seconded by Ms. Orban: That the letter from Jim Enos regarding recommendations on the "Growing-Up" video series be referred to the Program Committee for a response from the Officials.

Moved in amendment by Mrs. Hill, seconded by Ms. Orban: That Mr. Enos' offer to donate the program "Sex Respect" be referred to the Officials.

When Ms. Bond explained that donations can be accommodated administratively, Mrs. Hill asked to withdraw her amendment and the members agreed.

Noting that the areas in Mr. Enos letter that need to be considered by the members as they were not addressed by the Officials in their report to the Program Committee, Trustee Johnstone asked for a recorded vote.

The motion was put to a vote and was Lost. Those in favour: Trustees Johnstone, Korz and Orban; those opposed: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Rogers, Hicks, Wall, Hill, Darby and Stewart.

Moved by Mr. Stewart: That Mr. Enos' letter be received and filed and that the Director send a letter of thanks.

Trustee MacDonald noted that Mr. Enos was videotaping this evening's proceedings and stated she was not giving her consent to anyone to video tape her at meetings.

The Chairman agreed that such action was not appropriate until the Board has developed a policy in this regard and asked that Mr. Enos cease and desist videotaping the meeting.

The motion was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Hicks, Wall, Hill, Darby and Stewart; those opposed: Trustees Johnstone, Korz and Orban.

Moved by Mr. Stewart, seconded by Mrs. Bishop: That the Elementary/Secondary Part of the Report of the Program Committee be adopted.

Speaking to Clause 1. (a) 1., Trustee Johnstone expressed concern about exposing grade 8 students to such an explicit video and questioned how explicit the letter to parents will be.

Moved in amendment by Ms. Orban, seconded by Mrs. Johnstone: That Clause 1. (a) be amended to read "three videos 'Headful of Questions', 'What Teens want to know about Sex', and 'Real People: Teens Who Choose Abstinence' to students not be initiated until grade 8.

Trustee Darby challenged the Chair accepting the amendment as the reference to these videos was new information and the members have not had an opportunity to review them.

The Chairman noted that the videos have been approved and are currently in the system for viewing; therefore, he ruled the amendment acceptable.

The challenge was put to a vote and was Carried.

Moved in amendment to the amendment by Mrs. Hill, seconded by Mrs. Bishop: That Clause 1. (a) 1. be amended to insert the words "standard Board" between the words 'by' and 'letter' so that it read: Parents must be notified by standard Board letter prior to the showing of the video.

In response to questions relative to what is a "standard" letter, Ms. Bond indicated that the parents would be invited to come in to view the video to judge for themselves whether or not it is appropriate for their child to view.

Ms. Bond added that letter would comment on the fact that the video contains explicit material of a sensitive nature. She noted the provision that written permission of the parent is required before the student is permitted to view the video.

Moved in amendment to the amendment by Mr. Korz, seconded by Mrs. Johnston: That Clause 1. (a) 1. be amended to read: "That parents be notified by standard Board letter outlining in detail the content and nature of sex education resources and that this policy apply to sex education resources of the Hamilton Board of Education."

Trustees in support of the amendment to the amendment termed this a serious decision in which the Board can make allowance for parents who do not want their children to receive this kind of information; to not do so could cause an exodus from the public education system. Trustees opposed to the amendment questioned the validity of giving students a letter with explicit information to take home.

The amendment to the amendment was put to a recorded vote and was Lost. Those in favour: Trustees Mulholland, Johnstone, Korz and Orban; those opposed: Trustees Bishop, Gage, MacDonald, Johnston, Rogers, Hicks, Wall, Hill, Darby and Stewart.

The amendment was put to a recorded vote and was Carried. Those in favour Trustees Bishop, Gage, MacDonald, Johnston, Rogers, Hicks, Wall, Hill, Darby and Stewart; those opposed: Trustees Mulholland, Johnstone, Korz and Orban.

The Report, as amended, was put to a vote and was Carried.

Moved by Ms. MacDonald, seconded by Dr. Johnston: That the Elementary/Secondary Part of the Report of the Operations and Finance Committee be adopted.

Trustee Stewart requested a recorded vote on Clause 1. (a) (xii) and asked if the Board's concerns about students travelling to China as expressed at the Committee meeting have been conveyed to the parents.

Mr. Quinn responded yes and that there have been several parent meetings and discussions since the Committee meeting. He assured the members that the parents are fully aware of the risks.

Clause 1. (a) (xii) was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Gage, MacDonald, Johnston, Johnstone, Rogers, Korz, Orban, Hicks, Wall, Darby and Mulholland; those opposed: Trustees Hill and Stewart.

Moved by Mr. Darby, seconded by Mr. Hicks: That the Elementary/Secondary Part of the Report of the Special Meeting of the Personnel and Organization Committee be adopted. Carried.

Trustee Korz gave notice that he will move or cause to be moved at the next regular meeting of the Board or special meeting called for that purpose the following motion:

“That parents be notified by letter outlining in detail the content and nature of sex education resources to be used in the classroom and that this policy apply to all sex education curriculum in the Hamilton Board of Education.”

The meeting then recessed to permit a Special In-camera Meeting of the Personnel and Organization Committee which was followed by an in-camera session of the Board.

Action taken by the Board at the in-camera session is not recorded in these public minutes by virtue of Section 207 of the Education Act.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE FRENCH LANGUAGE SECTION THIRD REPORT

Present: Trustees Desmarais (Chairman), Paquin and Patenaude.

Officials Present: R. C. Lavoie (Superintendent of Schools - French as a First Language), L. Veerman (Acting Senior Financial Officer and Treasurer).

The French Language Section recommends:

1. That the 1997 French Language Section Budget Estimates be received for information.

2. That the following recommendations of the Superintendent of Schools - French as a First Language be approved as presented.

A. STAFFING

1. Probationary Staff Appointment(s) - Nil

2. Permanent Staff Appointment(s) - Nil

3. Promotion(s)

That Lise Beaulac be temporarily appointed to the position of Head of Department (Français) effective 1997 03 17 with salary according to the salary schedule.

4. Internal Appointment(s) - Nil

5. Timetable Change(s) - Nil

6. Retirement(s) - Nil

7. Leaving Employment - Nil

8. Leave(s) - Nil

B. OTHER

Trips

That the following trip requests be approved:

(a) Georges-P.-Vanier, Grades 9 to 12, Theater-Action, Ottawa, Ontario, 1997 06 05-08.

(b) Georges-P.-Vanier, Grades 9-OAC, Temagami Wilderness Centre, Temagami, Ontario, 1997 05 29-1997 06 01.

* * * * *

3. That the Memorandum from the Ministry of Education and Training dated 1997 01 27 re Approval of the Request for the TIPP-2 Project be received for information.

4. That the Memorandum from the Ontario French Language School Boards' Association (AFCSO) dated 1997 02 05 re Amalgamation of the two Associations be received for information and that AFCSO be notified that the French Language Section members recommend Scenario 1.

5. That the Memorandum from the Education Quality and Accountability Office dated 1997 01 29 re First Large Scale Test of Ontario Grade 3 students to take place this Spring be received for information.

6. That the Memorandum from the Education Quality and Accountability Office dated 1997 01 28 re Report of the Review of the Ontario OAC Teacher In-Service Program be received for information.

7. That the Memorandum from the Ministry of Education and Training dated 1997 02 14 re Action from the Ontario Secondary School Teachers' Federation (OSSTF) be received for information.

8. That the Memorandum from the Ontario French Language School Boards' Association (AFCSO) dated 1997 02 19 re Meeting with two co-chairs of the Education and Improvement Commission, Mr. Dave Cooke and Mrs. Anne Vanstone be received for information.

9. That the Memorandum from the Ontario French Language School Boards' Association (AFCSO) dated 1997 02 17 re District School Board #58 be received for information.

10. That the Memorandum from the Ontario French Language School Boards' Association (AFCSO) dated 1997 02 18 re Provincial Transition and Coordination Committee be received for information.

11. That the Ontario Report from the Education Quality and Accountability Office dated January 1997 re Ontario Report of the School Achievement Indicators Program (SAIP) - Science Assessment in 1996 be received for information.

Respectfully presented

Meeting Room
Education Centre
1997 03 04

JEAN DESMARAIS
Chairman

RAPPORT DE LA SECTION DE LANGUE FRANÇAISE TROISIÈME RAPPORT

Étaient présents : M. Jean Desmarais (président), M. Hubert Paquin (conseiller scolaire), Mme Marie Patenaude (conseillère scolaire).

Administrateurs présents : M. R. C. Lavoie, (Surintendant des écoles de langue française), Mme Lucy Veerman, (Agente principale des finances et trésorière par intérim).

La Section de langue française recommande :

1. que les prévisions budgétaires 1997 de la Section de langue française soient reçues à titre d'information.
2. que les propositions du Surintendant des écoles de langue française soient approuvées telles que présentées.

A. DOTATION EN PERSONNEL

1. **Nomination(s) du personnel stagiaire** - Aucune
2. **Nomination(s) du personnel permanent** - Aucune
3. **Promotion(s)**

Que Lise Beaulac soit nommée temporairement au poste de Chef de section (Français) à partir du 17 mars 1997 selon les conditions de l'entente en vigueur.

4. **Nomination(s) interne(s)** - Aucune
5. **Changement(s) d'assignation** - Aucun
6. **Retraite(s)** - Aucune
7. **Résiliation(s) d'emploi** - Aucune
8. **Congé(s)** - Aucun

B. QUESTION(S) DIVERSE(S)

Voyage(s)

Que les demandes de voyages suivantes soient approuvées :

- (a) Georges-P.-Vanier, 9e-12e années, Théâtre-Action, Ottawa, Ontario, du 5 au 8 juin 1997.

(b) Georges-P.-Vanier, 9e années-CPO, Centre de l'interprétation de la nature Temagami, Temagami, Ontario, du 29 mai-1er juin 1997.

* * * * *

3. que la note de service du ministère de l'Éducation et de la Formation en date du 27 janvier 1997 : Objet : Approbation de la demande du Projet PFPT-2 soit reçue à titre d'information.

4. que la note de service de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 5 février 1997 : Objet : Amalgamation des deux associations soit reçue à titre d'information et que l'on avise l'AFCSO que le scénario no 1 a été retenu comme choix de la Section.

5. que la note de service de l'Office de la qualité et de la responsabilité en éducation en date du 29 janvier 1997 : Objet : La première évaluation à grande échelle des élèves ontariens de 3e année aura lieu ce printemps soit reçue à titre d'information.

6. que la note de service de l'Office de la qualité et de la responsabilité en éducation en date du 28 janvier 1997 : Objet : Rapport sur la révision du Programme de perfectionnement des enseignant-e-s des cours préuniversitaires de l'Ontario (PPE-CPO) soit reçue à titre d'information.

7. que la note de service du ministère de l'Éducation et de la Formation en date du 14 février 1997 : Objet : Action de la Fédération des enseignant-e-s des écoles secondaires de l'Ontario (FEESO) soit reçue à titre d'information.

8. que la note de service de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 19 février 1997 : Objet : Rencontre avec les co-présidences de la Commission de l'amélioration de l'éducation, Monsieur Dave Cooke et Madame Anne Vanstone soit reçue à titre d'information.

9. que la note de service de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 17 février 1997 : Objet : Conseil scolaire du district no 58 soit reçue à titre d'information.

10. que la note de service de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 18 février 1997 : Objet : Comité de transition et de coordination provincial soit reçue à titre d'information.

11. que le rapport ontarien de l'Office de la qualité et de la responsabilité en éducation en date de janvier 1997 : Objet : Rapport ontarien du Programme d'indicateurs du rendement scolaire - Évaluation en sciences 1996 soit reçue à titre d'information.

Respectueusement présenté

Salle de réunion
Centre d'éducation
le 4 mars 1997

JEAN DESMARAIS
Président

**REPORT OF THE PROGRAM COMMITTEE
FOURTH REPORT**

Present: Trustees Stewart (Chairman), Bishop, Johnstone, Wall and Cunningham.

Also Present: Trustees Darby, Johnston, MacDonald, Orban and Rogers.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services) and F. Cooke (Assistant Superintendent of Program).

The Committee recommends:

ELEMENTARY/SECONDARY**Clause 1. amended at Board.**

1. That the Report from the Officials regarding the "Growing-Up" Video Series and Other Issues (in response to the presentations by Jim Enos and Planned Parenthood regarding Sex Education Materials) be received for information and the following recommendations approved:

(a) That the Board support the following decision of the Central Review Committee (1996 10 30) regarding the "Growing Up" video series with the additional provision: that the presentation of the video "Head Full of Questions" to students not be initiated until Grade 8:

"That the use of the video "Head Full of Questions" in the "Growing-Up" video series be restricted with the following stipulations:

1. parents must be notified by letter prior to the showing of the video;

2. parents must be given the opportunity to pre-view the video and to choose if they wish their child to participate in the viewing of the video.

That the use of "Changes" and Especially You" in the "Growing-Up" series remain unchanged."

(b) That the Wentworth County Board of Education policy on Human Sexuality Videos be referred to the Policy Review Committee for review and consideration.

Respectfully submitted

Board Room
1997 03 06

R. STEWART
Chairman

**REPORT OF THE OPERATIONS
AND FINANCE COMMITTEE
FOURTH REPORT**

Present: Trustees Hill (Chairman), Gage, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Johnston, Orban, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools -French as a First Language) and F. Cooke (Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the following Report of the Special Education Advisory Committee be approved:

(a) That a communication be sent to the Ministry of Education and Training asking that consideration be given for S.E.A.C. representation on the Local Transition Committees regarding the amalgamation of Boards of Education.

2. That the following Report of the Policy Review Committee, as amended, be approved:

(a) That the following Policy Statement and Operating Procedures, as amended (see page 203), for School Closures be approved:

It is the policy of the Board of Education for the City of Hamilton to determine the continuance or discontinuance of the operation of an elementary and/or secondary school(s) that are identified by one or more of the following broad areas:

1. *Program Viability - declining enrolment is jeopardizing the school's ability to meet the program needs of its students.*

2. *Consolidation of Programs - a proposal to reduce the number of schools operated by the Board has been received.*

3. *Low Occupancy - the enrolment of a school has fallen below 60% of the Ministry of Education and Training's operating capacity.*

4. *Structural Condition - economic factors require a study of the school's long-term operation (e.g. fire safety requirements, mechanical condition, absence of program facilities, etc.)*

(b) That this Policy be reviewed in 2000.

3. That the following Report of the Fundraising/Corporate Partnership Policy Committee, as amended, be approved:

(a) That the following Policy Statement and Operating Procedures, as amended (see page 205), for Sponsorship/Fundraising be approved:

It is the policy of the Board of Education for the City of Hamilton to accept donations, undertake fundraising, business agreements and sponsorships in which the Board and/or its school(s) may wish to participate provided they are consistent with the Board's Mission and Vision and its established Policies and Procedures and the Ministry of Education and Training's Regulations.

(b) That no action be taken on the position of Grants Officer at this time.

4. That the following membership fees be paid:

(a) Canadian Education Association (CEA) - \$ 3,673.71

(b) Ontario Education Research Council (OERC)- \$ 725.00

(c) Ontario Public School Boards Association (OPSBA)

- \$ 64,096.21

(d) Association française des conseils scolaires de l'Ontario
(AFCSO) - \$ 2,287.13

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education and Secretary be approved:

(a) That the following trip requests be approved:

(i) Bennetto, Grades 7 to 8 (History Trip, Ottawa, Ont.), 1997 06 11 to 13 (Wednesday to Friday)

(ii) C.B. Stirling, Grades 6 to 8 (Camp Mini-Yo-We, Huntsville, Ont.), 1997 06 11 to 13 (Wednesday to Friday)

(iii) Chedoke, Grades 6 to 8 (Senior/Junior Band Performance, Canada's Wonderland), 1997 05 22 (Thursday)

(iv) Strathcona, Grades 4 to 6 (Stratford Theatre, Stratford, Ont.) 1997 05 23 (Friday)

(v) Thornbrae, Grade 5 (Canterbury Hill Campsite, Ancaster, Ont.), 1997 05 22-23 (Thursday to Friday)

(vi) Viscount Montgomery, Grade 6 (Niagara Falls Tour, Niagara, Ont.), 1997 06 12-13 (Thursday to Friday)

(vii) Barton, Grades 9 to OAC (Stratford Theatre, Stratford, Ont.) 1997 05 13 (Tuesday)

(viii) Delta, Grades 11 to OAC - English (Stratford Theatre, Stratford, Ont.) 1997 05 29 (Thursday)

(ix) Glendale, Grades 9 to OAC (Shaw Festival, Niagara-on-the-Lake, Ont.), 1997 04 24 (Thursday)

(x) Hill Park, Grades 9 to OAC (Hockey Tournament, Montreal, Que.), 1997 03 28-30 (Friday to Sunday)

(xi) Sir Winston Churchill, Grades 9 to OAC (Music/Drama Tour, Chicago, Illinois) 1997 05 21-24 (Wednesday to Saturday)

(xii) Westdale, Grades 11 to OAC (China Trip - Beijing, Nanjing, Shanghai, China), 1997 10 13-27 (Monday to Monday)

(xiii) OFSAA Championships, Grades 9 to OAC (Baseball Provincial Championships, venue: either Guelph, Pickering, East York or Woodbridge, Ont.) 1997 06 06-08 (Friday to Sunday)

(xiv) OFSAA Championships, Grades 9 to OAC (Baseball Provincial Championships, Toronto, Ont.) 1997 06 12 and 18 (Thursday and Wednesday)

Respectfully submitted

Board Room
1997 03 04

S. HILL
Chairman

SCHOOL CLOSURES

POLICY: It is the policy of the Board of Education for the City of Hamilton to determine the continuance or discontinuance of the operations of an elementary and/or secondary school(s) that are identified by one or more of the following broad areas:

1. Program Viability - declining enrolment is jeopardizing the school's ability to meet the program needs of its students.
2. Consolidation of Programs - a proposal to reduce the number of schools operated by the Board has been received.
3. Low Occupancy - the enrolment of a school has fallen below 60% of the Ministry of Education and Training's operating capacity.
4. Structural Condition - economic factors require a study of the school's long-term operation (e.g. fire safety requirements, mechanical condition, absence of program facilities, etc.)

OPERATING PROCEDURES

1. The Director of Education shall report to the Board annually on enrolment trends and accommodation and program needs for all levels of education in the system.
2. Where a report is received that contains proposals for action, the Board shall
 - (a) ensure that an appropriate process of communication and community involvement has taken place before acting on the proposals,
 - (b) approve the timelines for the recommendations and the process for public response/input.

3. Based on the recommendations presented, it is the responsibility of the Superintendent of Schools to call a public meeting for the purpose of:

- (i) presenting the salient data on which the proposal to identify the school for study for closure was made,
- (ii) providing the opportunity for discussion,
- (iii) selecting the parent and community representatives to serve on the School Review Committee.

4. The School Review Committee shall be established as follows:

(a) Membership

- Trustee(s) representative(s) from the schools affected by the proposed recommendations
- 1 community representative from the schools affected by the proposed recommendations
- 1 parent from each school affected by the proposed recommendations
- 1 principal from each school affected by the proposed recommendations
- The President(s) of the Student Council or designate from any secondary school(s) affected by the proposed recommendations

(b) Terms of Reference

- (i) To ensure that all possible options for solution of the difficulty have been considered.
- (ii) To involve parents and the community in the review process and to receive the community's response to the committee's deliberations.
- (iii) To report to the Board on its deliberations, observations and recommendations.

SPONSORSHIP/FUNDRAISING

POLICY: It is the policy of the Board of Education for the City of Hamilton to accept donations, undertake fundraising, business agreements and sponsorships in which the Board and/or its school(s) may wish to participate provided they are consistent with the Board's Mission and Vision and its established Policies and Procedures and the Ministry of Education and Training's Regulations.

Mission Statement: The Hamilton Board of Education's purpose is to educate children and adults to enable them to enjoy life as creative, contributing, responsible members of society.

Vision: "Learning is most important to success in life."

The Vision of the Hamilton Board is to have a student-centred and school-based educational system which advocates and values a caring attitude, respect for diversity, accountability, innovation, trust and openness in communication, and challenges students to continued achievement.

This direction represents a refocussing on the students in the classroom.

Support and development of this Vision will provide Hamilton students with the capabilities to meet the challenges of the 21st century.

AUTHORITY: (a) Any fundraising or individual donations over \$5,000 (net) or any sponsorship will be reviewed by the Sponsorship/Fundraising Review Committee with a report to the Operations and Finance Committee for approval.

(b) Fundraising or donations under \$5,000 (net) will be administered by the Principal, notwithstanding that said initiatives are not in conflict with system initiatives.

(c) All fundraising, donations, business agreements and sponsorship contracts will be reviewed by the Sponsorship/Fundraising Review Committee to ensure that they are within the Board's guidelines with a semi-annual report to the Operations and Finance Committee.

RESPONSIBILITY: It is the responsibility of the Sponsorship/Fundraising Review Committee to ensure the Sponsorship/Fundraising Policy is interpreted within the parameters of the Board's Mission and Vision of education and to ensure the Operating Procedures are followed.

It is the responsibility of the Sponsorship/Fundraising Review Committee to monitor the formalization of accountability procedures for use by the Principals with respect to fundraising.

OPERATING PROCEDURES

1.0 Definitions

1.1 "Donation" is support offered by an individual, community group or business to a school or the system that may involve a public statement of appreciation.

1.2 "School Sponsorship" is support offered by a community group or a business to a school that may include an agreement to give appropriate public recognition to both parties.

1.2.1 "System Sponsorship" is support offered by a community group or a business to the system that may include an agreement to give appropriate public recognition and/or preferential treatment to both parties.

1.3 "Agreements" will vary in nature depending on the situation. All agreements shall be in writing.

1.4 "Fundraising activities" are broadly interpreted to include all activities where money is raised in support of the school or to fund a charity or project.

2.0 Donations

Donations may only be accepted by the school or the board if the following conditions are met:

2.1 The Donated material or goods must meet the appropriate standards for use in the school/system.

2.2 The Donation of money, goods or materials will be made to the school and used or distributed in the school at the discretion of the principal or supervisory officer.

2.3 If the donor wishes to receive a receipt for tax purposes, an independent assessment must be submitted at the time of contribution in accordance with the charter of the Hamilton Board of Education Foundation. This may be arranged through the office of the Superintendent of Financial Services and Treasurer.

2.4 All goods or materials received by a school or department shall be reported by the Sponsorship/Fundraising Review Committee to the Operations and Finance Committee in the semi-annual report.

2.5 All goods or materials received must be acknowledged with a receiving slip.

3.0 Sponsorship

3.1 For sponsorship to be approved the product and operations of the business must be compatible with the Mission and Vision of the Hamilton Board of Education, reviewed by the Sponsorship/Fundraising Review Committee and approved by Board through the Operations and Finance Committee.

3.2 All agreements for sponsorship shall be in writing with a statement of expectations of both parties. A copy of all agreements shall be filed by the Superintendent of Finance and Treasurer and the Sponsorship/Fundraising Review Committee.

4.0 Agreements

4.1 Agreements may include preferential access or exclusive service provided by a corporate sponsor.

4.2 All agreements that provide exclusive consideration to Board suppliers shall be approved only after comparable suppliers have had the opportunity to receive similar consideration. When deemed appropriate, the Sponsorship/Fundraising Review Committee will call for proposals.

4.3 Agreements shall normally be for a period of one year but may be subject to renewal.

5.0 Fundraising

5.1 Fundraising activities in schools may be subject to audits; therefore, copies of all fundraising agreements will be kept on file in the school.

5.2 The process of fundraising should have an educational value for students and should not unduly disrupt the normal instructional program.

5.3 Control of and accountability and responsibility for the fundraising process shall remain within the school.

5.4 Fundraising activities shall be planned and conducted with primary concern for the health and safety of students.

5.5 Fundraising activities shall be limited to solicitations, services or products that are worthwhile and acceptable. Worthwhile and acceptable products are those which not only provide fair value for money spent and fall within the parameters of good taste, but also respect for community expectations. For example, there has been concern that products being sold actively be Canadian-made, or if foreign-made, be products the selling of which will not threaten Canadian jobs. Choice of products shall consider our Vision including but not limited to equity, appropriate respect for diversity, openness in communication and a caring attitude.

5.6 Repeated solicitations should be avoided by coordinating activities with others to establish the targeted market, geographical extent, timing and duration of each event.

5.7 Participation in fund raising activities shall be strictly voluntary and without pressure.

5.8 Two fundraising activities are specifically banned:

- (a) Lotteries on Board-operated facilities.
- (b) Unaccompanied door-to-door canvassing by elementary students.

Door-to-door canvassing is a concern because, (i) it has the potential to place children in situations of physical or emotional jeopardy, and (ii) it constitutes a source of annoyance to residents who are subjected to numerous solicitations. Canvassing one's relatives and circle of friends is not the same as blanket door-to-door canvassing.

5.9 Detailed plans should be established, including the purpose of the fundraiser, approved by the principal and well publicized prior to each event.

5.10 When the purchase of goods and services from a party external to the school is involved, the principal or his/her designate should:

- (a) Countersign all contracts, agreements to purchase, or cheques;
- (b) Ensure the reliability of such individual or firm;
- (c) In a major project, investigate through the Chamber of Commerce, the Better Business Bureau and/or the Hamilton Credit Bureau;
- (d) Ensure that there is adequate supervision of the control and distribution of the product;
- (e) Give approval to the sales procedures of the campaign prior to its commencement;
- (f) Ensure that sound accounting procedures are in effect;
- (g) Ensure that the interests of the Board of Education are protected; and
- (h) Report to parents in the school newsletters a brief accounting of the fundraiser.

6.0 Communications

6.1 Solicitation of donations and school sponsorships may be made:

- (a) through the school newsletter,
- (b) through parents or alumni or
- (c) to businesses located in the boundaries of the school

but are subject to approval of the Sponsorship/Fundraising Review Committee.

6.2 Solicitation for system donation and sponsorships may be made to other businesses only through the Sponsorship/Fundraising Review Committee so as to ensure that other solicitation does not occur.

6.3 School newsletters - see 5.10 (h).

6.4 Reports to the Operations and Finance Committee - see Authority (a) and (c).

6.5 The Board's Public Relations strategy will provide a summary of corporate sponsorships and fundraising activities.

6.6 Principals can access a complete list of system initiatives (donations, fundraising, business agreements and sponsorships) through the integrated information system.

7.0 Sponsorship/Fundraising Review Committee

7.1 Membership

- two Trustees
- Director of Education or designate
- Superintendent of Financial Services or designate
- Hamilton Secondary School Principals' Council representative
- Hamilton Principals' Association representative
- Parent representative
- Community Business representative

7.2 Mandate

See Authority (a) and (c)

**REPORT OF THE PERSONNEL AND
ORGANIZATION COMMITTEE
FOURTH REPORT**

Present: Trustees Darby (Chairman), Hicks, Orban and Paquin.

Also Present: Trustees Bishop, Gage, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Committee recommends:

GENERAL

1. That the Report re Job Evaluation be received for information.

2. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Jane Allison be appointed to the position of Public Relations Officer (Grade 14, Probationary Administrative Staff), effective 1997 03 24, for a one-year renewable term, with salary according to the salary schedule. **Replacement**

(ii) That Lisa Anderson be appointed to the position of Dispensary Clerk (Grade 3 - 10 month, Probationary Clerical & Technical Staff), effective 1997 03 31. **New Position**

(iii) That Steven Weis be appointed to the Probationary Cleaning Staff in the position of Cleaner, effective 1997 02 17, with salary according to the salary schedule.

Replacement

Contract Compliance

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS** - Nil

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS** Nil

7. **LEAVING EMPLOYMENT**

(a) (i) That the date, 1997 03 31, for the following staff to leave the employ of the Board be approved:

Byron Ross Ainsworth (Cleaner, Cleaning Staff)

David Peter Attwood (Cleaner, Cleaning Staff)

Robert David Avery (Cleaner, Cleaning Staff)

Gary Leslie Baglin (Cleaner, Cleaning Staff)

Mohammad Salim Balika (Cleaner, Cleaning Staff)

Irma Delores Belanger (Cleaner, Cleaning Staff)

Stanley David Bell (Cleaner, Cleaning Staff)

Nicole Huguette Bertrand (Cleaner, Cleaning Staff)

Maria Biason (Cleaner, Cleaning Staff)

Lucie Joanne Boffa (Cleaner, Cleaning Staff)

Santo Michael Boffa (Cleaner, Cleaning Staff)

Paul Hugh Bowker (Cleaner, Cleaning Staff)

Veronica Coburn Buckland (Cleaner, Cleaning Staff)

Maurice Philip Caron (Cleaner, Cleaning Staff)

Francine Denise Carter (Cleaner, Cleaning Staff)

Danilo M. Catanyag (Cleaner, Cleaning Staff)

Robert Clarke (Cleaner, Cleaning Staff)

Giuseppe (Joe) D'Ambrosio (Assistant Caretaker, Caretaker and Maintenance Staff)

Karen Moore Dakin (Cleaner, Cleaning Staff)

Hermeline Juliette DeAbreu (Cleaner, Cleaning Staff)

Toni Louise Deacons (Cleaner, Cleaning Staff)

Ronald William Dean (Cleaner, Cleaning Staff)

David Raymond Delaney (Cleaner, Cleaning Staff)

Maurice Wilfred Deneault (Cleaner, Cleaning Staff)

Nellie Jean Dion (Cleaner, Cleaning Staff)

Sean Andrew Dixon (Cleaner, Cleaning Staff)
Lee Christian Doiron (Cleaner, Cleaning Staff)
Delfina DosReis (Cleaner, Cleaning Staff)
James Robert Ellis (Cleaner, Cleaning Staff)
Peter John Everett (Cleaner, Cleaning Staff)
(Rebecca) Marie Fairhall (Cleaner, Cleaning Staff)
Blossom Louise (Bonnie) Fisher (Cleaner, Cleaning Staff)
Brent Edward Forsyth (Cleaner, Cleaning Staff)
Joseph Paul Gagliano (Cleaner, Cleaning Staff)
Richard Maurice Gagnon (Cleaner, Cleaning Staff)
John Griffen Galvin (Assistant Caretaker, Caretaking and Maintenance Staff)
Mauro Cosimo Gionomo (Cleaner, Cleaning Staff)
Eloise Gordon (Cleaner, Cleaning Staff)
Donna Marie Sardella Clarke Goreing (Cleaner, Cleaning Staff)
Leeanne Gail Gouthro (Cleaner, Cleaning Staff)
Aurel Govedar (Cleaner, Cleaning Staff)
David Robert Gray (Cleaner, Cleaning Staff)
Patricia Ruth Gray (Cleaner, Cleaning Staff)
Daniel Joseph Griggs (Cleaner, Cleaning Staff)
Ruth Grimshaw (Cleaner, Cleaning Staff)
Dawn Mary Guitard (Cleaner, Cleaning Staff)
Daniel Halt (Cleaner, Cleaning Staff)
Daniel Arnold Hansen (Cleaner, Cleaning Staff)
Donna May Hebden (Cleaner, Cleaning Staff)
Leo Francis Hickey (Assistant Caretaker, Caretaking and Maintenance Staff)
Donald Nathan Howe (Cleaner, Cleaning Staff)
Anne Marie Hyrski (Cleaner, Cleaning Staff)
Rita Bernadette Joseph (Cleaner, Cleaning Staff)
Kenneth William Joslin (Cleaner, Cleaning Staff)
Paul Richard Kelly (Assistant Caretaker, Caretaking and Maintenance Staff)
Rowan Anthony Kierstead (Cleaner, Cleaning Staff)
Deborah Llynne Lederman (Cleaner, Cleaning Staff)
Yurong Li (Cleaner, Cleaning Staff)
Michelle Ann MacDonald (Cleaner, Cleaning Staff)
Anthony Allan MacKinnon (Cleaner, Cleaning Staff)
Shawn Keegan MacMunn (Cleaner, Cleaning Staff)
Daniel Stephen Malloy (Assistant Caretaker, Caretaking and Maintenance Staff)

Frances Ellen Maloney (Cleaner, Cleaning Staff)
Guy Edward Marlor (Cleaner, Cleaning Staff)
Steve Matijasic (Cleaner, Cleaning Staff)
George Harry McClary (Cleaner, Cleaning Staff)
Vivienne Angela McGrath (Cleaner, Cleaning Staff)
Frank Henry McGrimmond (Assistant Caretaker, Caretaking and Maintenance Staff)
Irene Patricia Mercer (Cleaner, Cleaning Staff)
John Joseph Mercer (Cleaner, Cleaning Staff)
Richard Dean Mercer (Cleaner, Cleaning Staff)
William James Mines (Cleaner, Cleaning Staff)
Brian Paul Mitchell (Cleaner, Cleaning Staff)
Clay Harry Mitchell (Cleaner, Cleaning Staff)
Sandra Elizabeth Montgomery (Cleaner, Cleaning Staff)
Mohamed Hussein Naleye (Cleaner, Cleaning Staff)
Mioljka Nezc (Cleaner, Cleaning Staff)
Hung Bao Ngo (Assistant Caretaker, Caretaking and Maintenance Staff)
Pardy, Ronald Hector (Cleaner, Cleaning Staff)
Pawley, David Edward (Cleaner, Cleaning Staff)
Pettigrew, Edith Lorraine (Cleaner, Cleaning Staff)
Mary Elizabeth Poff (Assistant Caretaker, Caretaking and Maintenance Staff)
Allan Royal Poyton (Cleaner, Cleaning Staff)
Zepheniah Radcliffe (Cleaner, Cleaning Staff)
Mary Catherine Robbins (Cleaner, Cleaning Staff)
Susan McLean Robinson (Cleaner, Cleaning Staff)
Steven Mark Romanuk (Cleaner, Cleaning Staff)
Rita Elizabeth Roy (Assistant Caretaker, Caretaking and Maintenance Staff)
Christopher Douglas Ryder (Cleaner, Cleaning Staff)
Catherine Marie Scoccia (Cleaner, Cleaning Staff)
Douglas Harold Sporbeck (Cleaner, Cleaning Staff)
Rose Maria Sporbeck (Cleaner, Cleaning Staff)
Tyrone St. Elmo Springer (Cleaner, Cleaning Staff)
Dianna Irene Waller Stephens (Cleaner, Cleaning Staff)
John Alexander Tompa (Cleaner, Cleaning Staff)
Dawn Nancy Trentin (Cleaner, Cleaning Staff)
Vera Trifunovic (Cleaner, Cleaning Staff)
Peter Vance Tupper (Cleaner, Cleaning Staff)
Daniel Ustynsky (Cleaner, Cleaning Staff)

Blake Charles Van Horne (Cleaner, Cleaning Staff)
David Edwin Wardell (Cleaner, Cleaning Staff)
Steven James Weis (Cleaner, Cleaning Staff)
Evelyn Marie Whalen (Cleaner, Cleaning Staff)

94 Cleaner Layoffs

9 Assistant Caretaker Layoffs

(ii) That the date for Daniel Halt (Cleaner, Cleaning Staff) to leave the employ of the Board be changed to 1997 02 27.

8. LEAVES

Return from Leave of Absence

(a) That Fiona Russell (Students Records Co-ordinator, Clerical and Technical Staff) be returned from a Leave of Absence, effective 1997 03 10.

Leave Extension

(a) That the request of Ingrid Scott, Head Librarian (Administrative Staff) for an extension of her Leave of Absence, effective 1997 04 14 to 1998 04 10, be granted.

10. OTHERS - Nil

* * * * *

3. That the Staffing Reports - Full Time Equivalent Positions [as of 1996 12 31/revised report as of 1996 12 31] be received for information.

4. That the Reports on Supply Teacher Usage [as of 1997 01 31/revised report as of 1996 12 31] be received for information.

5. That the Reports on Substitute Cleaner/Casual Assistance Usage as of 1997 01 31 and 1996 12 31 be received for information.

6. That the 1995-1996 and 1996-1997 Temporary Assistance Expenditures Reports be received for information.

7. That the Request for a Report on the Nature and Number of Personal Leaves and Illnesses be tabled.

8. That the former Wellness Committee be reconstituted.

Respectfully submitted

Board Room
1997 03 18

G. DARBY
Chairman

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban and Paquin.

Also Present: Trustees Bishop, Gage, Hill, Johnstone, MacDonald, Mulholland, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer).

The Committee recommends:

ELEMENTARY/SECONDARY

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Mark Hadala (E), 1997 04 12

Anita Mohar (E), 1997 02 10 (.7)

Tanya Sanders (E), 1997 03 21

Replacements

(ii) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Kelly Breen-Buckley (E), 1997 02 28 (.7)

Rosa Celeste (E), 1997 04 01

Kristan Jones (E), 1997 03 17

Norman Ronalds-Potts (E), 1996 09 01

Replacements

(b) (i) That the following staff be appointed to the Probationary Educational and Lunchroom Assistant Staff in the position of Educational Assistant, effective as shown, with salary according to the salary schedule:

Rukhsana Khan (.5), 1997 03 17

Nancy McIntee (.5), 1997 01 27

Contract Compliance

(ii) That Heather Bell be appointed to the Probationary Secondary School Clerical & Secretarial Staff in the position of Attendance Secretary, effective 1997 02 03, with salary according to the salary schedule.

Replacements

2. PERMANENT STAFF APPOINTMENTS

(a) (i) That the following teachers be transferred to the Permanent Staff, effective as shown, with salary according to the salary schedule:

Dina Cadete (E), 1997 05 01

Sonya Gusenbauer (E), 1996 09 01

(ii) That the following teachers be recalled and appointed to the Permanent Staff, effective as shown, with salary according to the salary schedule:

Stewart Cameron (E), 1996 09 01

Lorraine Oliver (E), 1997 03 17 (.5)

Replacements

3. PROMOTIONS

(a) That T. Charles Buttle (E). be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 03 21, with salary according to the salary schedule.

Replacement

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following Elementary School Principals, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Kenneth Drake, 1997 06 30

Gary Goodale, 1997 06 30

Richard Simpson, 1997 09 30

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Mary Ashby (E), 1997 06 30

Margaret Butler (E), 1997 06 30

James Dymont (S), 1997 08 31

Ralf Gmell (S), 1997 06 30

Victor Hannah (S), 1997 06 30

John D. Howlett (S), 1997 06 30

Kenneth Jackett (S), 1997 06 30

John Keeler (S), 1997 06 30

Wilda Nettleton (E), 1997 06 30

Kathryn Parent (E), 1997 06 30

Gerald Price (E), 1997 06 30

Phillip Scordino (S), 1997 06 30

Shelagh Simpson (E), 1997 08 31

Beverley A. Vollick (E), 1997 06 30

Susan Woodland (S), 1997 06 30

Zenis Zyma (S), 1997 06 30

7. LEAVING EMPLOYMENT - Nil**8. LEAVES****Secondments**

(a) That the request of the Ontario Public School Teachers' Federation for the secondment of W. Bradford Kuhn (E), to serve as Executive Assistant, effective 1997 03 21 to 1998 06 30, be approved.

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Thomas Feeney (S), 1996 11 29

Sandra Holmes (S), 1997 04 11 to 1997 10 17

Jacqueline Johnson (E), 1997 03 17 to 1997 11 14

Beverley Mulkewich (E), 1997 05 30

Lisa Read (E), 1997 04 14 to 1997 12 12

Suzanne Weatherdon (E), 1997 04 01 to 1997 11 28

Leave of Absence - Date Change

(a) That the dates of the Leaves of Absence granted to the following teachers at a previous meeting, be changed to:

Kathryn Archer (E), 1997 04 07 to 1997 12 05

Karen Bernyak-Bouwman (E), 1997 01 24 to 1997 08 31

Andrea Bradshaw (E), 1997 03 17 to 1997 08 31

Eleanor Gallagher (S), 1997 02 10 to 1997 05 09

Virginia Hewick (E), 1997 02 28 to 1997 10 30

Jeannine MacIsaac (S), 1996 11 06 to 1997 05 16

Katherine Preston (E), 1997 02 17 to 1997 06 13

(b) That the dates of the Leave of Absence granted to Lynn Hicks (Speech/Language Pathologist, Professional Student Services Personnel) at a previous meeting, be changed to 1997 02 19 to 1997 06 30.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Lisa Bingleman (E), 1997 03 17 to 1997 08 31

Kawong Chung-Shipman (E), 1997 03 10 to 1997 08 31

(b) That the requests of the following staff, for an extension of their Leaves of Absence, effective as shown, be granted:

Marilyn Burge (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21

Joanne Castle (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21

Joan W. Dabor (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21 to 1997 06 30

Judith Dalmer (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 01 06 to 1997 06 30 (.5)

Marian Kostur (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21

Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel), 1997 03 10 to 1997 04 30

Reduced Workload Leaves

(a) That the request of Karen McPhee (E), for a .5 Reduced Workload Leave of Absence, effective 1997 04 07 to 1997 08 31, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Karen Bernyak-Bouwman (E), 1997 09 01

Eleanor Gallagher (S), 1997 05 12

Karen McPhee (E), 1997 04 07 (.4)

Wendy Reeson (E), 1997 02 12

(b) That Janie Jarnevich (Secretary, Secondary School Clerical & Secretarial Staff) be returned from her Leave of Absence, effective 1997 01 27.

9. OTHERS

(a) That Catherine Youngblud, Elementary School Vice-Principal, be re-appointed to the position of Acting Elementary School Principal, effective 1997 03 21, with salary according to the salary schedule.

Replacement

Respectfully submitted

Board Room
1997 03 20

G. DARBY
Chairman

**MINUTES OF THE
SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 03 26

The Board met.

Present: Trustees Mulholland (Chairman Pro Tem), Bishop, Darby, Gage, Hicks, Hill, Johnston, MacDonald, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary) and M. Quinn (Superintendent of Schools).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Cunningham, Desmarais, Johnstone, Korz, Lowe, Paquin, Patenaude and Rogers.

GENERAL

Student Expulsion Hearing

At 18:25, The Chairman called the meeting to order and stated the purpose of this hearing was to consider a recommendation for the expulsion of a student within our system.

The Chairman announced the following people in attendance: Trustees Mulholland, Bishop, Darby, Gage, Hicks, Hill, Johnston, MacDonald, Orban, Stewart and Wall; M. Matier, Interim Director of Education and Secretary; M. Quinn, Superintendent of Schools and the Principal of the school where the student attended; R. Teodoro as the recording secretary.

Mr. Quinn advised that the family of the student, through their solicitor, has requested a postponement of this expulsion hearing. The Chairman permitted questions from the members for clarification.

Moved by Mr. Darby, seconded by Mrs. Hill: Whereas the solicitor for the student has requested an adjournment of the present expulsion hearing in order to prepare a defence; and

whereas the solicitor for staff has agreed to this postponement; and

whereas the Superintendent of Schools and the Principal of the school, as parties to the hearing, consent to this postponement,

it is recommended that the expulsion hearing for the student scheduled for 1997 03 26 be adjourned and postponed to a future date mutually agreed to by the parties to the hearing. Carried.

Moved by Mr. Darby, seconded by Mrs. Wall: Whereas the expulsion hearing for the student, scheduled for 1997 03 26, has been postponed; and

whereas the modification of the student's current suspension expires 1997 03 26,

it is recommended that the current suspension for the student be extended to the conclusion of the expulsion hearing for the student to be rescheduled to a future date yet to be determined by the parties.

Moved in amendment by Ms. MacDonald, seconded by Ms. Orban: That the expulsion hearing be rescheduled no later than 1997 04 30. Lost.

The motion was put to a vote and was Carried.

The Chairman asked that the record show Mr. Quinn and the Principal left the meeting room.

Application for Readmission From a Student

The Chairman stated the purpose of this hearing was to consider an application for readmission from a former student.

The Chairman announced the following people in attendance: Trustees Mulholland, Bishop, Darby, Gage, Hicks, Hill, Johnston, MacDonald, Orban, Stewart and Wall; M. Matier, Interim Director of Education and Secretary; M. Quinn, Superintendent of Schools; R. Teodoro as the recording secretary.

Superintendent Quinn reviewed the report which detailed the status of the student relative to the Readmission Criteria under the Board's Safe Schools Policy.

The Chairman invited questions for clarification.

Moved by Mr. Darby, seconded by Ms. Orban: That the student be readmitted to the schools of the Board of Education for the City of Hamilton effective 1997 03 26 or as soon as a Declaration of Performance is signed by the student and the student's father.

At this point, the Chairman requested the record show that Trustee Johnston left the meeting due to another commitment.

Expressing his preference to have further information on the status of the student, it was

Moved in amendment by Mr. Stewart: That the motion be tabled.

When concerns were expressed with the implications of the tabling motion, it was

Moved in amendment by Mr. Stewart: That the motion be referred to the officials for further information.

The Chairman did not accept either the motion nor the amendment.

Mr. Quinn advised that it may be appropriate to adjourn the present hearing and the members permit him to contact the parties.

Moved by Mr. Stewart, seconded by Mr. Darby: That the readmission hearing be adjourned at this time.

Trustee Wall challenged the Chair for accepting the motion.
The challenge was Lost.

The motion was put to a vote and was Lost.

Trustee Gage called the question on the original motion.

The meeting then adjourned at 19:55 hours due to a lack of quorum, with Trustees Mulholland, Bishop, Darby, Gage, Hicks, Hill, MacDonald, Orban and Wall in attendance.

Adopted as presented.

.....
Chairman

**MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 04 01

The Board met.

Present: Trustees Mulholland (Chairman Pro Tem), Bishop, Darby, Gage, MacDonald, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary of the Board), R. Binns (Superintendent of Human Resources) and P. Gillie (Superintendent - Administrative and Operational Services).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais, Lowe, Korz and Rogers.

GENERAL

Moved by Mrs. Hill, seconded by Mr. Gage: That the General Part of the Report of the Special In-camera Meeting of the Operations and Finance Committee be approved.

Trustee Hill emphasized that, while this Board meeting is brief in order to adopt the recommendation in the Report, full deliberations on the issue took place at the in-camera meeting of the Committee.

The motion was put to a vote and was Carried.

Trustee Mulholland asked that it be recorded in the minutes that he abstained from voting.

The Board then met in-camera. Action taken is not recorded in the public record as per Section 207 in the Education Act.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**REPORT OF THE SPECIAL IN-CAMERA MEETING
OF THE OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Gage, MacDonald and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), R. Lavoie (Superintendent of Schools, French as a First Language) and R. Binns (Superintendent of Human Resources).

The Committee recommends:

GENERAL

1. That the Report Re Energy Management Plan - Selection of Energy Service Company be received for information and the following recommendations approved:

(a) That Tescor Energy Services Inc. be appointed to carry out a comprehensive energy and water reduction program.

(b) That the Superintendent - Administrative and Operational Services be authorized to sign a Letter of Intent, with Tescor Energy Services Inc. in order for the Energy and Water Reduction Program to begin.

(c) That the Energy Committee, with legal counsel, enter into negotiation of the Energy Performance Contract with Tescor Energy Services Inc.

(d) That a report on the financing of the project be brought back to the Board before signing of the Energy Performance contract.

Respectfully submitted

**Board Room
1997 04 01**

**S. HILL
Chairman**

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 04 14

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Hicks, Hill, Johnstone, Lowe, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer). P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program) and R. Lavoie (Superintendent of Schools, French as a First Language).

The Secretary noted regrets for being unable to attend this evening's meeting were received from Trustees Desmarais, Gage and Johnston.

GENERAL

The Board met in-camera to consider the Report of the Salary Committee and the following action was taken:

Moved by Mr. Stewart, seconded by Mr. Darby: That the Report of the Salary Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Stewart: That the Board continue to meet past 23:00 hours. Carried.

The Board meeting then recessed to permit the continuation of the Special Meeting of the Operations and Finance Committee.

The Board meeting resumed at 23:10 hours.

Noting the purpose of this meeting was to adopt the budget estimates for 1997, Trustee Hill publicly thanked all staff involved, especially Mrs. Veerman and the Finance Department staff, for their assistance through the budget deliberations.

Moved by Mrs. Hill, seconded by Mrs. Bishop: That the General Part of the Report of the Special Meeting of the Operations and Finance Committee be adopted.

Citing the 1.47% increase in property taxes the Report represents, Trustee Hill referenced a letter she received from a constituent regarding the burden increased property taxes puts on homeowners. She stated that she would not, for that reason, support the 1997 budget as recommended by the Operations and Finance Committee.

The motion was put to a vote and was Carried.

Moved by Mrs. Hill, seconded by Mrs. Bishop: That notwithstanding the passing of the 1997 expenditures budget for the Hamilton Board of Education, all staffing changes from the BUDGETED 1996 staffing compliment must be reported through the Personnel and Organization Committee for approval at Board. Carried.

FRENCH LANGUAGE SECTION

Moved by Mr. Paquin, seconded by Ms. Patenaude: That the Report of the Special Meeting of the French Language Section be adopted. Carried.

ELEMENTARY/SECONDARY

Moved by Mrs. Hill, seconded by Mr. Stewart: That the Elementary/Secondary Part of the Report of the Special Meeting of the Operations and Finance Committee be adopted.

Asking that Clause (1.) of the Report be voted on separately, Trustees Darby and Rogers each declared a conflict of interest and stated they would neither debate nor vote on the Clause.

Clause (1.) was put to a vote and was Carried.

Clause (2.) was put to a vote and was Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE

Present: Trustees Hill (Chairman), MacDonald, Orban, Rogers and Stewart.

Also Present: Trustees Bishop, Cunningham, Darby, Desmarais, Hicks, Johnstone, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), R. Lavoie (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That Lines 1 and 2 of General Business of the 1997 Budget in the amount of \$28,283,658 be approved, and that the Acting Senior Financial Officer and Treasurer be authorized to proceed with the expenditure of funds as detailed therein.

2. That Lines 3 to 20 of General Business of the 1997 Budget in the amount of \$33,819,221 be approved and that the Acting Senior Financial Officer and Treasurer be authorized to proceed with the expenditure of funds as detailed therein.

ELEMENTARY/SECONDARY

1. That Lines 1 and 2 of Elementary/Secondary Business of the 1997 Budget in the amount of \$177,256,303 be approved and that the Acting Senior Financial Officer and Treasurer be authorized to proceed with the expenditure of funds as detailed therein.

2. That Lines 3 to 20 of Elementary/Secondary Business of the 1997 Budget in the amount of \$10,112,457 and that the Acting Senior Financial Officer and Treasurer be authorized to proceed with the expenditure of funds as detailed therein.

Respectfully submitted

Board Room
1997 04 14

S. HILL
Chairman

REPORT OF THE SPECIAL MEETING OF THE FRENCH LANGUAGE SECTION

Present: Trustees Paquin (Chairman Pro Tem) and Patenaude.

Officials Present: R. Lavoie (Superintendent of Schools - French As A First Language), L. Veerman (Acting Senior Financial Officer and Treasurer).

The Section recommends:

1. That Lines 1 and 2 of the 1997 French Language Section Budget, in the amount of \$2,713,573 be approved, and that the Acting Senior Financial Officer and Treasurer be authorized to proceed with the expenditure of funds as detailed therein.
2. That Lines 3 to 20 of the 1997 French Language Budget in the amount of \$385,455 be approved and that the Acting Senior Financial Officer and Treasurer be authorized to proceed with the expenditure of funds as detailed therein.

Respectfully submitted

**Large Committee Room
1997 04 14**

**H. PAQUIN
Chairman Pro Tem**

REPORT OF THE SALARY COMMITTEE

Present: Trustees Stewart (Chairman), Darby, Hill and Cunningham.

Officials Present: M. Matier (Interim Director of Education and Secretary), D. Russon (Manager, Employee Relations).

The Committee recommends:

GENERAL

1. That the Board ratify the terms and conditions of the Memorandum of Agreement reached with the O.P.E.I.U., Local 527, representing the Secondary School Office and Technical Staff (Page 238).

Respectfully submitted

Committee Room
1997 04 01

R. STEWART
Chairman

**MEMORANDUM OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE CITY OF
HAMILTON AND
THE OFFICE AND PROFESSIONAL EMPLOYEES'
INTERNATIONAL UNION,
LOCAL 527 (representing Clerical Employees and Library
Technicians in Composite Secondary Schools)**

- (1) The parties agree that the terms of this Memorandum shall constitute full settlement of all matters in dispute.
- (2) The undersigned representatives agree to recommend acceptance of the terms of this memorandum of agreement to their respective principals.
- (3) The term of the Collective Agreement shall be from April 1, 1996 up to and including March 31, 1998.
- (4) All terms and conditions shall be applicable effective date of ratification, unless otherwise specified.
- (5) Any obvious errors or omissions in this document will be corrected in accordance with the negotiations and agreements reached between the parties.
- (6) Any required renumbering, due to the addition of clauses or articles, will be carried out when organizing the new Collective Agreement.

Dated at Hamilton this 25th day of March, 1997.

**ON BEHALF OF .
O.P.E.I.U., Local 527**

**ON BEHALF OF THE BOARD
OF EDUCATION FOR THE
CITY OF HAMILTON**

ARTICLE 4 - RELATIONSHIP**4.04 From Union Proposal**

Delete and renumber all subsequent sections of this article

ARTICLE 9 - SENIORITY**9.03 From Union Proposal - New**

The Board shall notify permanent employees who are to be laid off a minimum of thirty (30) days prior to the effective date of lay-off, or award pay in lieu thereof, unless a greater period of notice is required by legislation, in which case such greater period of notice, or pay in lieu thereof, shall be given.

9.04 New. Renumber subsequent articles

A permanent employee who is given notice of lay-off may, in writing waive the right of recall, and receive a severance allowance equal to one (1) week's salary for each year of service, up to a maximum of twenty-six (26) week's pay. The Board shall have no further obligation to an employee who elects to receive a severance allowance instead of retaining the right of recall.

9.07 (d) From Board Proposal

if the employee is laid off by the Board in excess of sixteen (16) months.

9.07 (h) From Union Proposal - New

if an employee accepts a temporary position outside of the bargaining unit which exceeds the time limit as set out in 9.08.

9.08 New

Temporary assignments of bargaining unit employees to any position outside of the bargaining unit, within the Board, shall not exceed twelve (12) months without the written approval of the Union. Such approval shall not be unreasonably withheld.

An employee returning to the bargaining unit shall not be permitted to apply for or be appointed to the same temporary position for a period of six (6) months following their return to their permanent position.

ARTICLE 10 - DISCHARGE AND DISCIPLINE

10.03 From Board Proposal - New - Renumber subsequent articles

When an employee is to be discharged the employee shall:

- (a) be so advised by a senior member of management,
- (b) be advised of the time and place of the termination meeting,
- (c) be accompanied by the Chief Steward or designate,
- (d) be given the reasons for the discharge at such termination meeting.

ARTICLE 11 - JOB POSTING

11.04 From Board Proposal - Amend to read

An employee who wishes to apply for a posted vacancy shall submit a resume to the Superintendent of Human Resources within five (5) working days from the date upon which the vacancy was initially posted.

11.05 (a) From Union Proposal - Amend to read

In filling any posted vacancy under this Agreement, the Board shall:

- i) award the position to the most senior employee requesting a transfer from the same position in another school providing the employee is not currently under review
- ii) and if there are no requests for transfer; base its decision on the applicants qualifications, ability and seniority.

11.12 New:

When a temporary position at Level 3 or above becomes available, the Board will post a notice of the vacancy in accordance with Article 11.01 providing the temporary vacancy is for a period of three (3) months or more and the Board knows in advance of the length of the assignment. The Board will post the initial vacancy only. All subsequent vacancies will be filled in accordance with Appendix "A", Section 4.

ARTICLE 15 - VACATIONS WITH PAY**15.02 From Board Proposal**

Delete "Effective the 1990 vacation year".

15.03 From Board Proposal

Delete "Effective the 1991 vacation year."

15.04 From Board Proposal

Delete (a) and renumber (b) as (a)

Delete "Effective the 1993 vacation year."

ARTICLE 16 - EMPLOYEE BENEFITS

16.01 (a) Vision Care - Effective September 1, 1997 increase vision care to \$250 every 2 years.

Insert Hearing Aids - \$500 every five years into present language. The current Extended Health Plan already provides this coverage.

16.01 (e) New:

Effective May 1, 1997 the Extended Health Plan to be amended to include a dispensing fee cap of \$7.00 per prescription.

16.01 (f) New:

Coverage under the Dental Plan for basic check-ups shall be increased from six (6) months to nine (9) months effective May 1, 1997.

Delete note: Benefit Improvements in Article 16 negotiated in May, 1993 shall take effect March 31, 1993.

16.02 (a) (i) Delete "Effective the first of the month following ratification."

16.02 (iii) Delete "Effective the first of the month following date of ratification."

16.02 (b) Delete "Effective as soon as practicable."

16.03 Delete "Effective the first of the month following date of ratification."

16.07 Effective September 1, 1997 - ODA rate increased to the 1995 ODA in (a), (b) and (c).

16.08 (a) Delete "Effective September 1, 1988."

16.08 (b) Delete "Effective the first of the month following date of ratification."

16.09 Add in as the last sentence.

The Board will notify the Union, within ten (10) working days, of all employees who have attained permanent status.

16.11 From Union Proposal - New

The Board shall provide to the Union a current copy of each master policy which covers the benefits outlined in Article 16.

ARTICLE 17 - PERSONAL LEAVE OF ABSENCE**17.01 From Union Proposal**

Change "six (6) months" to "one (1) year."

17.02 From Board Proposal - New

Upon request, the Board may consider extending a personal leave of absence without pay for a period up to an additional one (1) year. Such request must be received by the Board not less than four (4) weeks prior to the end of the original leave. Such request shall not be unreasonably withheld.

ARTICLE 18 - PREGNANCY AND PARENTAL LEAVE**18.03 (a) From Union Proposal - Amend to read**

The Board shall grant an extension to an employee who applies for an extended leave of absence, without pay, up to a maximum of one (1) year. Such request must be submitted in writing to the Board at least four (4) weeks prior to the scheduled end of the parental leave, indicating the start and end dates of the extended parental leave.

18.04 New:

Upon an employee's return to work from an extended parental leave the Board shall reinstate the employee to the position the employee most recently held with the Board, if it still exists, or to a comparable position, if it does not.

ARTICLE 21 - SICK LEAVE (Applying to Employees who enter the service of the Board on and after January 1, 1956)**21.01 (a) (iv) New:**

Effective January 1, 1998 12 month employees shall be entitled to twenty-one (21) sick leave credits for personal illness. For 10 month and part-time employees, the sick leave shall be pro-rated in the same proportion that the part-time assignment bears to a full-time assignment.

With the introduction of new sick leave entitlements, the Saturday charge will be eliminated effective January 1, 1998.

21.06 New. Renumber subsequent articles:

The Director of Education or designate may grant a leave of absence to any employee for reasons other than illness up to a maximum of three (3) working days in each calendar year without deduction of salary and any such absence or so much thereof possible shall be deducted from the employee's sick leave credit account.

NEW ARTICLE 31- UTILITIES - RENUMBER SUBSEQUENT ARTICLE

Move the current Letter of Intent into the body of the Collective Agreement. In first sentence, change word "extensive" to "extended". Also letter to the Principals from the Director regarding this issue will be attached to the Collective Agreement.

NOTE: Numbering will have to be adjusted in new Collective Agreement.

NEW: BULLETIN BOARDS

31.01 The Union may use bulletin boards which are already in schools to post notices of interest, provided however, that such notices pertain only to recreational or social activities, notices of Union meetings or notices of the results of Union elections.

NEW ARTICLE 32 - HEALTH AND SAFETY

32.01 The Board agrees to provide safe and healthful conditions of work for its employees and to carry out all of its duties and obligations under the Occupational Health and Safety Act and its Regulations.

32.02 The Union agrees to assist the Board in maintaining proper observation of all occupational health and safety rules.

32.03 A representative of OPEIU, Local 527 shall serve on the Board's School Joint Health and Safety Committee.

32.04 The Board and the Union agree that the Guidelines for the Structure and Function of the School Joint Health and Safety Committee shall be attached to the Collective Agreement for information. Such Guidelines are subject to mutual agreement between the parties to this Agreement.

ARTICLE 33 - MEDICATION AND FIRST AID

33.01 Although the Principal may seek the voluntary assistance of the staff, it is recognized that no employee is required to administer medication or first-aid procedures to students.

ARTICLE 33 - JOB CLASSIFICATION AND RE-CLASSIFICATION

33.01 The Job Evaluation Plan dated January 1990, as practiced by the Board of Education for the City of Hamilton shall be used in the classification of new positions created by the Board and to re-evaluate positions where skills, effort, responsibilities or working conditions have changed.

33.02 When the Board creates a new position, the Board shall:

- (i) establish the salary level using the Job Evaluation Plan
- (ii) provide the Bargaining Unit with the new job description
- (iii) advise the Bargaining Unit of the assigned salary level.

NOTE: Within six (6) months, of the Board creating a new position either party may initiate a review of the new position by referring the position in question to the Job Evaluation Committee outlined in clause 33.03 (i) and (ii).

33.03 If the Board substantially changes the skills, effort, responsibilities or working conditions of a position, the parties shall:

(i) establish a Job Evaluation Committee consisting of two (2) representatives of the Bargaining Unit, appointed by the Union, and two (2) representatives of the Board, to review the job description, collect the job data through the use of a jointly approved Position Description Questionnaire (PDQ), interview the incumbent(s) presently holding the position and the immediate Supervisor, if necessary, and determine if a change in salary level is required. Decisions by the committee shall be reached through consensus.

(ii) The Job Evaluation Committee shall complete its work within six (6) months of the Board substantially changing the skills, effort responsibilities or working conditions of a position.

33.04 If the Union finds that there has been a substantial change in the skills, effort, responsibilities or working conditions of a position, the Union shall notify the Board in writing. The Board shall refer the position in question to the Job Evaluation Committee, referred to in clause 33.03 to review the job description, collect the job data through the use of the PDQ, interview the incumbent(s) presently holding the position and the incumbent(s) Immediate Supervisor, if necessary, and to determine if a change in salary level is required. The Committee shall complete its work within six (6) months of the Union's notification to the Board.

33.05 Within ten (10) working days of the Job Evaluation Committee making a decision regarding a position referred to it, the Manager, Employee Relations shall inform, in writing the member(s) who hold the position giving the decision of the Committee and a brief explanation of the rating of the position produced by the Committee.

33.06 Any change in salary level as a result of the procedure described in clause 33.03 and 33.04 shall be effective the first of the month following the decision of the Job Evaluation Committee. An employee who suffers a decrease in salary level as a result of job evaluation, shall receive the maximum salary for the lower classification.

33.07 Positions will not be re-evaluated for salary purposes within one (1) year of the last evaluation made by the Job Evaluation Committee.

ARTICLE 31 - TERMINATION

31.01 Amend to read:

This agreement shall remain in force from April 1, 1996 until March 31, 1998 and shall thereafter continue for a further period of one (1) year unless either party shall give notice to the other not more than ninety (90) days from the expiration date herein that it desires revision, modification or termination of this Agreement at its expiration date.

Appendix "D" From Board Proposal - Delete #9

Letter of Intent #5 Evening School - Delete

Letter of Intent #8 Job Evaluation - Delete

Letter of Intent #9 Job Postings, Job Experience Programme and Temporary Assignments - Delete

**Letter of Intent - Inclement Weather
Remove last two sentences of the preamble.**

Letter of Intent - Distribution of Clerical and Secretarial Duties in Secondary Schools

The parties agree that Library Technicians, Library Secretaries and Guidance Secretaries, who are outside the main office, should not be scheduled to assist with switchboard and attendance duties other than for emergency reasons. An "Emergency situation" means multiple absence, unforeseen circumstance, or an occurrence that is not on a regular basis.

**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF EDUCATION**

Board Room
Education Centre
1997 04 17

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Binns (Superintendent of Human Resources), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustee Desmarais.

GENERAL

Letter from R. Binns, Superintendent of Human Resources, dated 1997 02 10

Moved by Mr. Korz, seconded by Ms. Orban: That, in light of the recommendation in the 1997 04 10 Report of the Special Meeting of the Operations and Finance Committee, this item be tabled.

In response to a question, Mr. Matier noted that the process as approved at Operations and Finance is one that the Senior Officials support.

The motion was put to a vote and was Lost.

The Chairman clarified that the intent of this meeting was to discuss the letter from Mr. Binns rather than to have Mr. Binns make a presentation.

At the request of Trustee Stewart, the Chairman read the letter from Mr. Binns.

Several trustees, while welcoming the opportunity to discuss the letter, questioned this meeting being held in public

Moved by Dr. Johnston, seconded by Ms. MacDonald: That the Board meet in-camera on this issue.

When questioned, Trustee Johnston felt the matter was of a personal nature and that further in-camera matters could be raised during debate.

The Chairman noted the request in the letter was to convene a meeting.

The Chairman then read the conditions under which a Board can convene closed meetings as set out in Section 207 of the Education Act.

Trustee Johnston referenced Mr. Binn's letter, another letter received from someone outside the Board which questioned the operations of the Board and reiterated his belief that an in-camera meeting was in order.

The Chairman ruled the issue involved the operations of the Board and the information to be considered would be similar to what the Board received in October and December, 1996.

Trustee Hicks challenged the Chair's ruling and the challenge was sustained.

The motion was put to a vote and was Carried.

Trustee Hill asked that her opposition to the matter being considered in-camera and her belief that it is illegal to do so be recorded in the minutes

Trustee Stewart, in agreement with Trustee Hill's position, stated that he will not attend the in-camera session.

The Board then met in-camera and the following action was taken:

Noting the April meeting of the Board was scheduled to convene in the next few minutes and that the Officials had stated their support of the recommendation coming from the Operations and Finance Committee, it was moved by Mr. Darby, seconded by Mr. Korz: That this meeting adjourn. Lost.

Moved by Dr. Johnston, seconded by Mrs. Bishop: That the meeting recess until after the Board meeting this evening. Carried.

Following the public Board meeting, the in-camera session reconvened at 22:25 hours and the following action was taken:

Trustees present: Trustees Cunningham (Chairman), Bishop, Gage, Hicks, Johnston, Orban, MacDonald, Mulholland, Paquin, Patenaude, Rogers and Wall.

Officials present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

Moved by Dr. Johnston, seconded by Mrs. Bishop: That Mr. Binns be given the privilege of the floor at this time.

Trustees Cunningham and Hicks left the meeting and asked that their objection to the proceedings as they were evolving at the in-camera session be recorded in the minutes.

Trustee Mulholland assumed the Chair.

Moved by Mrs. Bishop, seconded by Dr. Johnston: That the Board continue to meet past 23:00 hours Carried.

Trustee Johnston's motion was put to a vote and was Carried.

Moved by Mrs. Wall, seconded by Dr. Johnston: That a workshop take place, subject to legal opinion, prior to the process outlined in the report from Agro, Zaffiro et al, to provide an opportunity for Mr. Binns to present information to assist trustees in formulating questions as per Board motion.

Moved in amendment by Ms. Orban, seconded by Mr. Gage: That the word 'workshop' be changed to "a Special Board meeting".

The amendment was put to a vote and was Carried.

The following motion, as amended, was put to a vote and was Carried.

That a Special Board meeting take place, subject to legal opinion, prior to the process outlined in the report from Agro, Zaffiro et al, to provide an opportunity for Mr. Binns to present information to assist trustees in formulating questions as per Board motion.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**MINUTES OF THE
BOARD OF EDUCATION**

Board Room
Education Centre
1997 04 17

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Binns (Superintendent of Human Resources), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), and L. Veerman (Acting Senior Financial Officer and Treasurer).

A Special Meeting of the Board, public and in-camera, was held prior to and immediately following the April meeting of the Board.

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustee Desmarais.

The Secretary drew the members' attention to the correspondence attached to the agendas.

Moved by Mrs. Hill, seconded by Mr. Stewart: That the correspondence from the Mayor's Committee Against Racism and Discrimination regarding statistics on the hiring of probationary teachers be referred to the Officials and that a report be brought to the Personnel and Organization Committee.

Mr. Matier confirmed that collection of the statistical information requested in the letter ceased being collated by Board motion in 1995 when legislation pertaining to employment equity was pending.

The motion was put to a vote and was Carried.

In response to the letter from the local federations and unions, it was moved by Mrs. Hill, seconded by Mr. Stewart: That the Board join our employees and partners in the celebration of Public Education in Hamilton.

Trustee Stewart noted that the date of the celebrations is to be announced.

The motion was put to a vote and was Carried.

Presentation of Reports

Program Committee - Mr. Stewart

Operations and Finance Committee, regular and specials -
Mrs. Hill

Personnel and Organization Committee - Mr. Darby

Moved by Mr. Stewart, seconded by Mr. Mulholland: That the General Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Mr. Paquin: That the General Part of the Report and Special Reports of the Operations and Finance Committee be adopted.

Speaking to Clause 5., Trustee Hill reiterated the understanding that the Board's lawyer would be present.

Several members questioned the Report of the Special Meeting of the Operations and Finance Committee dated 1997 04 10 being dealt with in public, noting that the decisions were made at an in-camera session.

When it was pointed out that many decisions made in-camera are brought into the public meeting or included in the public record, Trustee MacDonald offered that this particular issue is ongoing and should have, therefore, been kept in-camera until resolved. Trustee Gage requested that the Report be voted on separately.

Moved in amendment by Ms. MacDonald: That the Report of the Special Meeting of the Operations and Finance Committee dated 1997 04 10 be deleted from the public agenda.

The Chairman ruled the amendment out of order.

The Report of the Special Meeting of the Operations and Finance Committee dated 1997 04 10 was put to a vote and was Carried.

Believing that schools should not be serving liquor during the day or evening, Trustee Johnstone requested that Clause 7. of the regular report be voted on separately.

Clause 7. was put to a vote and was Carried.

The remainder of the motion was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Ms. Orban: That the General Part of the Report of the Personnel and Organization Committee be adopted.

Trustee Hill asked that Clause 1. be voted on separately and by recorded vote.

Trustee Lowe declared a conflict of interest and stated she would neither debate nor vote on the recommendation.

The Chairman asked to leave the Chair to speak to Clause 1. Trustee Mulholland assumed the Chair.

Responding to questions about the discrepancy between the figures given at the Personnel and Organization Committee meeting and those given at a subsequent budget meeting, Mr. Binns clarified that the recommendation in Clause 1. would result in an increase of \$39,795 for the remainder of 1997 and \$68,000+ per annum for future years.

Trustees opposed to the recommendation expressed concern with the additional costs to the Board when there are other areas and departments that are in need of staff.

Those in support offered that the additional costs were included in the 1997 budget and would not put the Board in a deficit position.

Clause 1. was put to a recorded vote and was Lost. Those in favour: Trustees Johnston, Rogers, Orban, Hicks, Wall, Stewart and Mulholland; those opposed: Trustees Cunningham, Bishop, Gage, MacDonald, Johnstone, Korz, Paquin, Patenaude, Hill and Darby; Conflict of Interest: Trustee Lowe.
(*Reconsidered - see page 256*)

The Chairman resumed the Chair.

The remainder of the report was put to a vote and was Carried.

Under New Business, it was moved by Dr. Johnston, seconded by Mr. Hicks: That a special Sesquicentennial Committee composed of seven persons, of whom four persons are to be trustees and three from the educational community, be appointed immediately to consider the suitable celebration of the 150th Anniversary of the Hamilton Board of Education in 1997.

In response to the Chairman's question, Trustee Johnston indicated that short timelines have necessitated the formation of this Committee at this Board meeting (rather than going through the Standing Committee) in order to initiate planning as soon as possible.

Noting that the item was not on the agenda in advance of the meeting, the Chairman called for the members wishes and the required two-thirds vote was received.

Trustee Johnston clarified that the motion was not forming an ad hoc committee per se in order to permit several retired persons to serve on the Committee.

The motion was put to a vote and was Carried.

FRENCH LANGUAGE SECTION

Presentation of Report - Mr. Paquin

Moved by Mr. Paquin, seconded by Ms. Patenaude: That the Report of the French Language Section be adopted. Carried.

ELEMENTARY/SECONDARY

Moved by Mrs. Hill, seconded by Ms. MacDonald: That the Elementary/Secondary Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Hicks: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted.

Trustee Rogers declared a conflict of interest and stated he would neither debate nor vote on the Report.

The Report was put to a vote and was Carried.

GENERAL

Citing continuing confusion from the discussion earlier in the meeting, it was moved by Mr. Gage, seconded by Mr. Stewart: That we reconsider the vote on Clause 1. of the General Part of the Report of the Personnel and Organization Committee. Carried.

Mr. Binns clarified, upon request, that prior to the workload study, the Board felt it was important to maintain one/two locations under contract cleaning in case we would contract out the whole system should implementation of the workload study not be supported. However, with the workload formula now in effect, there is little reason to keep the two sites under contract cleaning.

Referring to the lack of clarity around the costs involved in Clause 1. vs. status quo, it was moved by Mr. Darby, seconded by Mrs. Hill: That Clause 1. be referred to the May meeting of the Personnel and Organization Committee for a written report from the Officials showing all financial aspects as well as other pertinent information. Lost.

The Chairman asked to leave the Chair to enter the debate. Trustee Darby assumed the Chair.

Trustees opposed to Clause 1., suggested that the additional costs to the Board points out that CUPE, Local 1344 is not in a competitive position as was suggested when the Collective Agreement was reached.

Trustees in support of the recommendation contended there are additional savings inherent in this direction by way of the many repair and maintenance tasks performed by CUPE members.

Following further debate, the question was called and was Carried.

Clause 1. was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Rogers, Orban, Hicks, Wall, Paquin, Patenaude, Stewart; those opposed: Trustees Johnstone, Korz, Hill, Cunningham and Darby; Conflict of Interest: Trustee Lowe.

ELEMENTARY/SECONDARY

In pursuance of his Notice of Motion given at the previous meeting, it was moved by Mr. Korz, seconded by Mrs. Johnstone: That parents be notified by letter outlining in detail the content and nature of sex education resources to be used in the classroom.

Ms. Bond clarified that last month's motion directed a standard Board letter regarding the video "Headful of Questions" while this motion broadens the base to all resources and materials used in sex education.

Trustee Korz pointed out the motion gives all parents the opportunity to have a say and creates some common ground in a public education system.

Following further debate, the question was called and was Carried.

The motion was put to a recorded vote and was Lost. Those in favour: Trustees Johnstone, Korz and Orban; those opposed: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Rogers, Lowe, Hicks, Wall, Hill, Darby, Stewart and Cunningham.

The meeting then adjourned and the in-camera session of the Special Meeting of the Board resumed.

Adopted as presented.

.....
Chairman

REPORT OF THE FRENCH LANGUAGE SECTION FOURTH REPORT

Present: Trustees Paquin (Chairman Pro Tem) and Patenaude.

Official Present: R. C. Lavoie (Superintendent of Schools, French as a First Language).

The French Language Section recommends:

1. That Mr. Paquin be appointed Chairman Pro Tem during the absence of Mr. Desmarais.

2. That the following recommendations of the Superintendent of Schools, French as a First Language be approved as presented:

A STAFFING

1. Probationary Staff Appointment(s) - Nil

2. Permanent Staff Appointment(s) - Nil

3. Promotion(s) - Nil

4. Internal Appointment(s) - Nil

5. Timetable Change(s) - Nil

6. Retirement(s) - Nil

7. Leaving Employment

(a) That the date for the following teachers to leave the employ of the Board effective 1997 08 31 be approved:

Elena Barbaresso

Guy Bultez

Pierrette Cayen

Denise Evans-Fournier

Natalie Garon-Suzuki

Serge Giguère

François Giroux

Roger LaChaine

Serge LaRocque

Nathalie Lauzon

Oscar Parent

Jean-Baptiste Séide

8. Leave(s)Secondment(s)Leave(s) of Absence

(a) That the request of Michelle Lapointe (Teaching Staff) for a Leave of Absence effective 1997 04 21 to 1997 10 24 be granted.

B OTHERTrips

That the following trip requests be approved:

(a) Georges-P.-Vanier, Grades 9 to OAC, Stratford Festival, Stratford, ON, 1997 10 15.

(b) Georges-P.-Vanier, Grades 9 to OAC, Sears Festival - Regional Competition, Windsor, ON, 1997 04 22-26.

(c) Georges-P.-Vanier, Grades 9 to OAC, Sears Festival - Provincial Competition, Kingston, ON, 1997 05 05 -09.

3. That the Letter from the Ottawa-Carleton French Language Catholic School Board dated 1997 02 28 re Closure of Montfort Hospital be received for information and that a letter of support be sent to the Ontario Health Services Restructuring Commission.

4. That the Memorandum from the Ministry of Education and Training dated 1997 03 07 re Career Counselling Services for Youth Project titled « Métiers et professions en Ontario français » be received for information.

5. That the Memorandum from the Ontario French Language School Boards' Association (AFCSO) dated 1997 03 17 re General Provincial Meeting on French Language Education be received for information.

6. That the Memorandum from the Ministry of Education and Training dated 1997 03 13 re Changes to Trustee Determination and Distribution Process for 1997 be received for information.

7. That the Memorandum from the Ministry of Education and Training dated 1997 02 14 re Questionnaire from the Ontario Parent Council be received for information.

8. That the Memorandum from the Ontario French Language School Boards' Association (AFCSO) dated 1997 03 17 re Bill 104 be received for information.

9. That the Verbal Report on the Interim Committee for French Language District Boards be received for information.

10. That the May Meeting of the French Language Section (1997 04 29) be cancelled.

11. That the Report of the Admission Committee be approved and that Togou Mahamat Saley be admitted to École secondaire Georges-P.-Vanier.

Respectfully submitted

**Committee Room
Education Centre
1997 04 01**

**H. PAQUIN
Chairman Pro Tem**

RAPPORT DE LA SECTION DE LANGUE FRANÇAISE QUATRIÈME RAPPORT

Étaient présents : M. Hubert Paquin (président Pro Tem),
Mme Marie Patenaude (conseillère scolaire).

Administrateur(s) présent(s) : M. R. C. Lavoie (Surintendant
des écoles de langue française).

La Section de langue française recommande :

1. que M. Paquin agisse à titre de président Pro Tem pendant l'absence de M. Desmarais.
2. que les propositions du Surintendant des écoles de langue française soient approuvées telles que présentées :

A. DOTATION EN PERSONNEL

1. **Nomination(s) du personnel stagiaire** - Aucune
2. **Nomination(s) du personnel permanent** - Aucune
3. **Promotion(s)** - Aucune
4. **Nomination(s) interne(s)** - Aucune
5. **Changement(s) d'assignation** - Aucun
6. **Retraite(s)** - Aucune
7. **Résiliation(s) d'emploi**

Que la date de quitter l'emploi du Conseil des enseignantes et enseignants mentionnés ci-dessous, à partir du 31 août 1997, soit approuvée :

Elena Barbaresso
Guy Bultez
Pierrette Cayen
Denise Evans-Fournier
Natalie Garon-Suzuki
Serge Giguère

François Giroux
Roger LaChaine
Serge LaRocque
Nathalie Lauzon
Oscar Parent
Jean-Baptiste Séide

8. Congé(s)

Prêt(s) de service

Congé autorisé

Que la demande de Michelle Lapointe (personnel enseignant) pour un congé autorisé à partir du 21 avril 1997 jusqu'au 24 octobre 1997 soit accordée.

B. QUESTION(S) DIVERSE(S)**Voyage(s)**

Que les demandes de voyages suivantes soient approuvées :

a) Georges-P.-Vanier, 9e années-CPO, Festival de Stratford, Stratford, ON, le 15 octobre 1997.

b) Georges-P.-Vanier, 9e années-CPO, Festival Sears - Compétition régionale, Windsor, ON, du 22 au 26 avril 1997. (mardi au samedi)

c) Georges-P.-Vanier, 9e années-CPO, Festival Sears - Compétition provinciale, Kingston, ON, du 4 au 10 mai 1997. (dimanche au samedi)

3. que la lettre du Conseil des écoles catholiques de langue française de la région d'OttawaCarleton en date du 28 février 1997 : Objet : Fermeture de l'hôpital Montfort soit reçue à titre d'information et qu'une lettre d'appui soit envoyée à la Commission de restructuration des services de santé de l'Ontario.

4. que la note de service du ministère de l'Éducation et de la Formation en date du 7 mars 1997 : Objet : Projet « Métiers et professions en Ontario français » soit reçue à titre d'information.

5. que la note de service de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 13 mars 1997 : Objet : États généraux de l'éducation en langue française soit reçue à titre d'information.

6. que la note de service du ministère de l'Éducation et de la Formation en date du 13 mars 1997 :
Objet : Changements au calcul de nombre de membres d'un conseil scolaire et à leur répartition à l'égard de 1997 soit reçue à titre d'information.

7. que la note de service du ministère de l'Éducation et de la Formation en date du 14 février 1997 : Objet : Sondage du Conseil ontarien des parents soit reçue à titre d'information.

8. que la note de service de l'Association française des conseils scolaires de l'Ontario en date du 17 mars 1997 : Objet : Projet de loi 104 soit reçue à titre d'information.

9. que le rapport verbal du Comité provisoire du Conseil francophone de district soit reçu à titre d'information.

10. que la réunion de la Section de langue française en date du 29 avril 1997 soit annulée.

11. que le rapport du Comité d'admission soit approuvé et que Togou MAHAMAT SALEY soit admis à l'École secondaire Georges-P.-Vanier.

Respectueusement présenté

Salle de réunion
Centre d'éducation
le 1er avril 1997

H. PAQUIN
Président Pro tem

**REPORT OF THE PROGRAM COMMITTEE
FIFTH REPORT**

Present: Trustees Stewart (Chairman), Bishop, Johnstone, Mulholland, Patenaude, Wall and Cunningham.

Also Present: Trustees Gage, Hicks, Johnston, MacDonald, Orban and Rogers.

Officials Present: M. Matier (Interim Director of Education and Secretary), F. Cooke (Interim Superintendent of Schools), M. Quinn (Superintendent of Schools), and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Report re The Introduction of a Pilot Course in Education About Religion in Elementary Schools be received for information and the following recommendation approved:

a) That no further action be taken at this time to implement a course in Education About Religion in elementary schools.

2. That the notes and summary of information regarding the educational trip to China, as presented to the Program Committee at the 1997 12 05 meeting, be received for information and filed with the minutes.

3. That the Adult and Continuing Education 1996 Annual Report be received for information.

Respectfully submitted

**Board Room
1997 04 03**

**R. STEWART
Chairman**

**REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE
FIFTH REPORT**

Present: Trustees Hill (Chairman), Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johstone, Mulholland, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent of Administrative and Operational Services), S. Thompson (Assistant Superintendent of Schools), and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the following Report re School Councils - Input to Board be received for information and that the following recommendation be approved:

(a) That the board approve the postponement of any further action on determining an organizational framework for school council input to Board until the new District School Board is in place.

2. That the Verbal Response from the Officials to the Presentation by the Westdale School Council re Technical Support for the Computers Within the Schools Across the City be received for information.

3. That the following recommendation of the Director of Education and Secretary be approved:

(i) That up to twelve students, one from each composite secondary school, be permitted to attend a Business Education Student Leadership Conference in Bolton, Ontario, 1997 05 14-15 (Wednesday to Thursday).

4. That the Update on Technological Implementation Plan be received for information and that the following recommendations be approved:

(a) The Technological Implementation Plan update be received for information.

(b) The summary of estimations for 1997 be approved, subject to Budget Review.

(c) The focus for 1997 be to complete the three year plan for classroom computer acquisitions, prepare for classroom priorities for the next three years, and prepare to align the infrastructure for the classroom and office in association with directions for the operation of the new school board.

5. That the Update on the Ontario Member School Board Corporation (O.M.S.B.C.) be tabled until a workshop can be held for further information with appropriate legal representation.

6. That the Report re O.M.S.B.C. Initiative -- School Bus Messaging be tabled.

7. That Scott Park Secondary School be granted permission to obtain a liquor permit for their 30th Anniversary to be held on Friday, 1997 05 09.

8. That the Report of the Special Education Advisory Committee be received for information and that the following recommendation be approved:

(a) That the Special Education Advisory Committee request that the Board investigate alternatives to acquire an appropriate chair lift suitable for a secondary school to be located at Westmount Secondary School.

9. That the Verbal Update on the Cancellation of the Sale of 220 Dundurn Street South (Warehouse) be received for information.

10. That the Chairman of the Board, with the assistance of Deborah Russon, Manager of Employee Relations, meet with the lawyer to draw up appropriate contracts for those senior officials serving in acting/interim positions.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education and Secretary be approved:

(a) That the following trip requests be approved:

(i) Dalewood, Grade 8 [Camping Trip, Bracebridge, Ont.], 1997 05 07 to 09 (Wednesday to Friday).

(ii) G. L. Armstrong, Grade 6 [Camp Wanikita, Haliburton, Ont.], 1997 05 20 to 23 (Tuesday to Friday).

(iii) G. L. Armstrong, Grade 8 [Ottawa Trip, Ottawa, Ont.], 1997 05 21 to 23 (Wednesday to Friday).

(iv) Hess Street, Grades 1 to 6 [Camp Wanikita, Haliburton, Ont.], 1997 06 16 to 18 (Monday to Wednesday).

(v) Linden Park, Grades 2 to 3 [Visit to Children's Museum, London, Ont.], 1997 06 05 (Thursday)

(vi) Ryerson, Grade 8 [Camping Trip, Minden Ont.], 1997 05 06 to 09 (Tuesday to Friday).

(vii) Viscount Montgomery, Grade 7 [Parliament Buildings, Ottawa, Ont.], 1997 06 23 to 25 (Monday to Wednesday).

(viii) Barton, Grades 9 to OAC [Track and Field Meet, London, Ont.], 1997 04 26 (Saturday).

(ix) Barton, Grades 9 to OAC [Cheerleading Championships, Kingston, Ont.], 1997 05 02 to 04 (Friday to Sunday).

(x) Barton, Grades 9 to OAC [Track and Field Meet, Brockville, Ont.], 1997 05 09 to 10 (Friday to Saturday).

(xi) Hill Park, Grades 11 to OAC [Stratford Theatre, Stratford, Ont.], 1997 10 10 (Friday).

(xii) Sir Allan MacNab, Grades 6 to 10 [Track Meet, Brockville, Ont.], 1997 05 09 to 10 (Friday to Saturday).

(xiii) Westmount, Grades 9 to OAC [Track and Field Meet, Brockville, Ont.], 1997 05 09 to 10 (Friday to Saturday).

2. That the Report from the Officials re Ryckman's Corners School Council Letter and Other Twinned Schools (referred at March, 1997 Board) be received for information and the following recommendations be approved:

(a) That secretarial assistance be increased to 0.7 in three twinned sites.

(b) That .2 release time be provided to the principal assistant in the two largest twinned sites.

3. That the Report re Spring 1997 Student Health Needs Assessment be received for information and that the following recommendation be approved:

(a) That the Hamilton Board of Education grant approval to the Hamilton-Wentworth Regional Public Health Department to administer a questionnaire on tobacco use and substance abuse to students from selected secondary schools.

Respectfully submitted

Board Room
1997 04 08

S. HILL
Chairman

**REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
FIFTH REPORT**

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Gage, Hill, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Committee recommends:

GENERAL

1. That the Report from the Officials regarding the Cleaning of Sir Allan MacNab, Highview and Fairview Schools be received for information and the following motion be approved:

(a) That the cleaning of Sir Allan MacNab and Highview Schools become the responsibility of members of C.U.P.E. Local 1344 and that the hours scheduled be according to the new workload formula.

2. That the following recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil
2. **PERMANENT STAFF APPOINTMENTS** - Nil
3. **PROMOTIONS** - Nil

4. INTERNAL APPOINTMENTS - Nil**5. TIMETABLE CHANGES - Nil****6. RETIREMENTS**

(a) That the resignations of the following Cleaners (Cleaning Staff), for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Milanka Brankovic, 1997 06 29

Jessie Quinlan, 1997 03 31

7. LEAVING EMPLOYMENT

(a) That the date, 1997 03 31, for the following staff to leave the employ of the Board be approved:

Judy Stonehouse (Cleaner, Cleaning Staff)

Daniel Wilkes (Assistant Caretaker, Caretaking & Maintenance Staff)

8. LEAVES**Leave Extension**

(a) That the request of Karyn Hogan (Research Librarian, Clerical & Technical Staff) for an extension of her Leave of Absence, effective 1997 04 14 to 1997 06 30, be granted.

9. OTHERS - Nil

* * * * *

3. That the Staffing Report - Full Time Equivalent Positions as of 1997 04 02 be received for information.

4. That the Report on Supply Teacher Usage as of 1997 02 28 be received for information.

5. That the Report re Senior Management - Vacant Position of Assistant Superintendent of Program be received for information and the following recommendation be approved:

(a) That a posting process begin immediately to fill, on an interim basis, the position of Assistant Superintendent of Program.

6. That the report re Re-Deployment of .5 F.T.E. within Human Resources Services be received for information and that the following recommendation be approved:

(a) That the F.T.E. for the Equity Co-Ordinator be redistributed in the following manner:

(i) That the Human Resources Officer (.8 f.t.e.) be increased to 1.0 effective 1997 05 01.

(ii) That the Employee Relations Analyst (.6 f.t.e.) be increased to 1.0 effective 1997 05 01.

ELEMENTARY/SECONDARY

1. That the following Recommendations of the Superintendent of Human Resources be received for information and the following recommendations be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Stewart Cameron (E), 1996 09 01

Graig Ireland (E), 1997 05 01

Bryan Pipe (E), 1997 05 05

Replacements

(ii) That the following teachers be appointed as Term Probationary Teachers, effective as shown, with salary according to the salary schedule:

Sonia Ste-Croix (S), 1997 04 14

Alison Vickers (S), 1997 05 12

Replacements

(iii) That Leigh Herbert (E) be appointed to the Probationary Staff, effective 1997 04 21 (.5), with salary according to the salary schedule.

New Position - Ministry Funded

(b) That the following staff be appointed to the Probationary Educational and Lunchroom Assistant Staff in the position of Educational Assistant, effective as shown, with salary according to the salary schedule:

Lisa Angeline, 1997 04 28

Elizabeth Chlan, 1997 04 07

Marlene Smith (.5), 1997 03 24

Contract Compliance

2. PERMANENT STAFF APPOINTMENTS

(a) That the recall and appointment of Stewart Cameron (E) to the Permanent Staff, approved at the March Meeting, be rescinded.

3. PROMOTIONS

(a) (i) That Adele Rayment (E) be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 03 21, with salary according to the salary schedule.

Replacement

(ii) That the following Elementary School Vice-Principals be appointed to the position of Acting Principal of an Elementary School, effective as shown, with salary according to the salary schedule:

Douglas Baker (E), 1997 09 01

Terese Gallagher (E), 1997 09 01

David Rogers (E), 1997 09 01

Lauren Tindall (E), 1997 09 01

Lorrie Ann Wannamaker (E), 1997 09 01

Replacements

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil**6. RETIREMENTS**

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid:

Ellen Collington (E)

June Durfy (E)

Donald Ferries (S)

Catherine Hawkins (E)

Larry MacDonald (E)

Katharine Sylvester (S)

Barbara Wingfield (S)

Arthur J. Wood (E)

7. LEAVING EMPLOYMENT

(a) That the date 1997 08 31 for the following teachers to leave the employ of the Board be approved:

Sandra Bowman (S)

Kelly Kowalchuk (E)

Tara Tandan (S)

8. LEAVES**Leave of Absence**

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Anita Dunn (E), 1997 06 23 to 1997 12 31

Monique Giroux (E), 1997 06 02 to 1998 01 30

Diana Kidd (E), 1997 09 01 to 1998 08 31

Dee Maharajh (E), 1997 05 01 to 1997 08 31

Jennifer McConnell (S), 1997 06 16 to 1997 12 31

Christine McCulloch (S), 1997 02 12

Michelle Paquette (E), 1997 05 05 to 1997 11 21

Corie Pillinini (S), 1997 05 12 to 1997 11 14

Christine Tate (E), 1997 09 01 to 1998 01 30

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Jane Drotar (Library Secretary, Clerical & Technical Staff),
1997 09 01 to 1998 08 31
Rukhsana Khan (Educational Assistant, Educational and
Lunchroom Assistant Staff), 1997 04 07 to 1997 05 07
Rita Sturrock (Attendance Secretary, Secondary School Clerical &
Secretarial Staff), 1997 04 07 to 1997 05 02

Leave Extension

(a) That the requests of the following teachers for an extension of their Leave of Absence, effective as shown, be granted:

Theresa H. Bernhardt (E), 1997 09 01 to 1997 12 31
Helen Brown (E), 1997 09 01 to 1997 12 31
Al Craven (E), 1997 09 01 to 1998 08 31
Sharyn Gagné (E), 1997 09 01 to 1998 08 31
Barbara Hogan (E), 1997 09 01 to 1998 08 31
Jennifer Holmes-Dziuba (E), 1997 09 01 to 1998 08 31
Teresa Katerberg (E), 1997 09 01 to 1998 08 31
Julie Marshman MacCuish (E), 1997 09 01 to 1998 08 31
Judith Penner (E), 1997 04 24 to 1997 12 31
Norval D. Redpath (E), 1997 09 01 to 1998 08 31
Maryann Rimac (E), 1997 09 01 to 1998 09 01
Janet L. Ross (S), 1997 09 01 to 1998 08 31
Edith Schroedter (S), 1997 09 01 to 1998 01 31
Paula Scott (S), 1997 09 01 to 1998 08 31
Suzanne Solnik (E), 1997 05 07 to 1997 12 31
C. Donald Warren (E), 1997 09 01 to 1998 08 31
Laura Zaffiro-Smith (S), 1997 05 09 to 1997 08 31

Leave of Absence - "Four Over Five"

(a) (i) That approval be granted for the request of Anne North for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Elementary Collective Agreement for the 2000-01 school year.

(ii) That the Leave of Absence under the Salary Holdback Plan ("Four Over Five") granted to Errol Hannibal at the February, 1997 meeting be rescinded.

Reduced Workload Leaves

(a) That the request of Judith Clugston (S) for a .16 Reduced Workload Leave of Absence, effective 1997 01 29 (3/3 Sem. 1 & 2/3 Sem. 2), be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Josee Bergeron Scibetta (E), 1997 09 01
Lisa Brown (E), 1997 03 03
Joan S. Browning (E), 1997 09 01
Gregg Bullock-Price (E), 1997 09 01
Gordon Cillis (S), 1997 09 01
Sherri Cooper (E), 1997 09 01
Susanna Costa-Popovich (E), 1997 04 28
Catherine Erb (E), 1997 09 01
Michelle Friesen (E), 1997 09 01
Victoria Kudrenski (S), 1997 04 21
Carol Palombella (E), 1997 09 01
Bruce Quinn (E), 1997 09 01
Roger Snowling (S), 1997 09 01
Sybille Stahl (E), 1997 09 01
Laura Zaffiro-Smith (S), 1997 09 01
Diane Zolinski (S), 1997 09 01

(b) That Pauline Vanderwal (Secretary, Secondary School Clerical & Secretarial Staff) be returned from her Leave of Absence, effective 1997 03 17.

9.OTHERS

(a) That Marilyn Stewart (E) Elementary School Vice-Principal, be re-appointed to the position of Acting Principal of an Elementary School, effective 1997 03 20, with salary according to the salary schedule.

Replacement

* * * * *

2. That the Report re Educational Assistant Allocation be received for information and the following recommendation be approved:

(a) The Board approve an additional 10 educational assistant positions.

Respectfully Submitted

Board Room
1997 04 10

G. DARBY
Chairman

**REPORT OF THE
SPECIAL MEETING OF THE
OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Korz, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), R. Binns (Superintendent of Human Resources) and S. Thompson (Assistant Superintendent of Schools),

The Committee recommends:

GENERAL

1. That the Report from Agro, Zaffiro et al regarding the recruitment of foreign students be received for information and the following motion adopted:

(a) That the Board direct the action as outlined in the last three paragraphs in the above report and that an extension of 60 days be granted.

Respectfully submitted

Board Room
1997 04 10

S. HILL
Chairman

REPORT OF THE SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE

Present: Trustees Hill (Chairman), Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Korz, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Interim Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Report regarding the request to construct a T-Ball Diamond on Prince Philip School property be received for information and the following recommendation approved:

(a) That approval to enter into a joint use land agreement with the City of Hamilton for the construction of a T-Ball diamond on Prince Philip School property be given contingent upon Board requirements as follows:

(i) that the Board receives official notification from Ontario Hydro that the property use agreement with the City has been approved;

(ii) commissioning of the T-Ball diamond shall not commence before the completion of the parking lot;

(iii) the City to flip the diamond so that home plate is north-west (to ensure that balls are hit to the south-east and therefore away from the homes on the west side of Rifle Range Road);

- (iv) the agreement is renewable on an annual basis;
- (v) the City is required to maintain the grass on the entire site.

Respectfully submitted

Board Room
1997 04 17

S. HILL
Chairman

**MINUTES OF THE SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 04 23

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Hill, Johnston, Mulholland, Orban, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary) and M. Quinn (Superintendent of Schools)

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais, Hicks, Korz, Johnstone, Lowe, MacDonald, Paquin and Patenaude.

GENERAL

Application for Readmission of a student

The Chairman stated the purpose of this hearing was to consider an application for readmission from a former student.

For the record, the Chairman announced the following people in attendance: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Hill, Johnston, Orban, Rogers, Stewart and Wall; M. Matier, Interim Director of Education and Secretary and M. Quinn, Superintendent of Schools; the student, the parent and two agency support personnel; and R. Millar as the recording secretary.

Upon conclusion of the presentation, the Chairman invited questions for clarification, following which, it was

Moved by Canon Rogers, seconded by Dr. Johnston: That the student be readmitted to the schools of the Board of Education for the City of Hamilton effective 1997 04 23. Carried.

Student Expulsion Hearing

The Chairman stated the purpose of this hearing was to consider a recommendation for the expulsion of a student within our system.

For the record, the Chairman announced the following people in attendance: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Hill, Johnston, Mulholland, Orban, Rogers, Stewart and Wall; M. Matier, Interim Director of Education and Secretary, M. Quinn, Superintendent of Schools, the Principal of the school where the student attended, legal counsel for the Board; the student, the parents and their legal counsel; and R. Millar as the recording secretary.

Superintendent Quinn reviewed the report from administration which detailed the Board's current Expulsion Policy, the incident and the investigation and process followed by the Superintendent and the Principal. In reviewing the reasons for making the recommendation to expel, Mr. Quinn confirmed that all requirements under Section 23 (3) of the Education Act and the Board's Expulsion Policy had been met.

Following questions for clarification, the Chairman asked that the record show the following people left the Board Room: Messrs. Matier, Quinn, the Principal and the Board's legal counsel; the student, parents and their legal counsel.

Moved by Mrs. Hill, seconded by Mr. Stewart: That the student be expelled from the Board of Education for the City of Hamilton effective 1997 04 23.

During debate, the Chairman ruled an amendment to change the effective date of the expulsion out of order.

The Chair was challenged on the ruling and the challenge was Lost.

The following people returned to the Board Room: Messrs. Matier, Quinn, the Principal and the Board's legal counsel; the student, the parents and their legal counsel.

The Chairman read the following motion:

Moved by Mrs. Hill, seconded by Mr. Stewart: That the student be expelled from the Board of Education for the City of Hamilton effective 1997 04 23. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 05 08

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Hicks, Hill, Johnston, Korz, Lowe, Mulholland, Orban, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Johnstone and Paquin.

GENERAL

Special Report of the Personnel and Organization Committee

Moved by Mr. Darby, seconded by Mr. Stewart: That the General Part of the Special Report of the Personnel and Organization Committee be adopted. Carried.

ELEMENTARY/SECONDARY

Appointment of Trustee Representatives to the Local Education Improvement Committee

The Chairman noted the purpose of this meeting is to appoint the three trustee representatives to the Local Education Improvement Committee to plan for the 1998 01 01 establishment of the new District School Board #21.

Moved by Mrs. Hill: That Trustees Cunningham and Bishop be nominated to sit on the Local Education Improvement Committee.

Moved by Mr. Hicks: That Trustee Mulholland be nominated to sit on the Local Education Improvement Committee.

Moved by Mr. Korz: That Trustee Orban be nominated to sit on the Local Education Improvement Committee.

Moved by Mr. Darby, seconded by Mrs. Lowe: That nominations be closed. Carried.

At Trustee Hicks' request, each candidate spoke to their willingness to serve the Board in this capacity, following which the members voted by secret ballot. The following action resulted:

Moved by Mr. Stewart, seconded by Mrs. Hill: That Trustees Bishop, Cunningham and Mulholland be appointed to the Local Education Improvement Committee as voting members on behalf of the Board of Education for the City of Hamilton. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**SPECIAL REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE**

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban and Cunningham.

Also Present: Trustees Bishop, Desmarais, Hill, Lowe, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the initial interview by the Personnel and Organization Committee to shortlist candidates, as provided for in the Board's Procedures for Selecting Supervisory Officers, be eliminated and that the process move straight to the final interviews by the full Board on 1997 05 20 in the selection of the Interim Appointment to the Position of Assistant Superintendent of Program.

Respectfully submitted

Board Room
1997 05 08

G. DARBY
Chairman

MINUTES OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 05 15

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Korz, MacDonald, Mulholland, Orban, Patenaude, Rogers and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Binns (Superintendent of Human Resources), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Chairman noted that a request to film this evening's Board meeting has been received from the students at Georges-P. Vanier Secondary School. The intent is to compliment their in-class curriculum communication course relative to how organised groups deliberate. Noting that the students had been advised that permission from the members would be sought prior to any filming, the Chairman asked the members' wishes.

Moved by Mrs. Hill, seconded by Mr. Darby: That the students be allowed to film this evening's Board meeting. Carried.

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Lowe, Paquin and Stewart.

A moment of silence was held in honour of the late Jean L. Clark, a cleaner and employee for 25 years.

Moved by Mr. Hill, seconded by Mr. Darby: That the minutes of the regular meetings of 1997 03 20 and 1997 04 17 and special meetings of 1997 03 18, 1997 03 26, 1997 04 01, 1997 04 14 and 1997 04 17 be adopted. Carried.

Trustee Johnston noted that he has asked that his regrets for being unable to attend the Special Meeting of the Board on 1997 03 18 be recorded in the minutes.

The Secretary drew the members' attention to the correspondence attached to the agendas. A note of thanks for the Board's expression of sympathy from the Kenneth Heer family, the Ontario Public School Boards' Association regarding appointments of delegates and the Toronto Board of Education regarding their document "The Essential School - A Model for Public Education in Ontario".

Moved by Mr. Mulholland, seconded by Mrs. Bishop: That the note of thanks be received and filed. Carried.

Moved by Mr. Mulholland, seconded by Mr. Hicks: That Trustee Johnston be the Director and that Trustee Cunningham be appointed the Alternate Director for the Ontario Public School Boards' Association. Carried.

Moved by Mr. Gage, seconded by Ms. MacDonald: That Trustee Mulholland be appointed as the Voting Delegate and Trustee Bishop be appointed as the Alternate Voting Delegate for the Regional Meetings and the Annual General Meeting of the Ontario Public School Boards' Association. Carried.

Moved by Mrs. Bishop, seconded by Mr. Mulholland: That the correspondence from the Toronto Board of Education regarding their document "The Essential School - A Model for Public Education in Ontario" be referred to the Operations and Finance Committee. Carried.

Presentation of Reports

Program Committee - Mrs. Bishop

Operations and Finance Committee, regular and special -
Mrs. Hill

Personnel and Organization Committee - Mr. Darby

Moved by Mrs. Hill, seconded by Ms. MacDonald: That the General Part of the Report and Special Report of the Operations and Finance Committee be adopted.

Trustee Hill asked that Clause 5. be voted on separately.

Moved in amendment by Mr. Mulholland, seconded by Dr. Johnston: That Clause 5. be tabled. Carried.

Moved by Mr. Mulholland, seconded by Dr. Johnston: That the status quo be maintained in respect of the school and program location for the French-language program. The location of the French-language program will be determined through a process, established under the Education Improvement Commission guidelines, which allows the interests and views of all parties to be heard and considered fairly.

Trustee Johnston thanked those who have shown their concern over this issue and, in giving their viewpoints, deepened everyone's understanding of their concerns. He expressed hope that motion will show support for the student body as well as advance the aims and goals of the Hamilton Board of Education.

Trustee Hicks asked the Secretary to read a letter he received from Dave Cooke, Co-Chair of the Education Improvement Commission and then asked that the contents of the letter be entered into the minutes of this meeting so it is a matter of record should directions during negotiations change. He added that the issue of ownership and fair payment for the school is not over and the final resolution must be fair to the students in our system as well.

Mr. Matier read the letter as follows:

"It is our understanding that the Hamilton Board of Education will be meeting on May 15, 1997 to consider the recommendation of its Operations and Finance Committee to transfer the students, staff and program of Ecole Secondaire Georges P.-Vanier to another school site.

The Commission cannot prevent the Board from ratifying the recommendation. We would, nevertheless, ask you to consider not adopting the recommendation at this point in time and therefore maintain the status quo in respect of school and program location for the French-language program.

Under the *Fewer School Boards Act 1997*, a regulation can be made giving the EIC power to make determinations about the transfer of assets, liabilities and employees from existing boards to district school boards. In order to deal with the issue that will need to be considered by the EIC, a process will be established to allow the interest and views of all parties to be heard and considered fairly. We believe school boards will serve the interests of their students and community by working within the appropriate processes once they are established.”

Trustee Orban stated that the process and the valuing of staff, students and the community are of utmost importance. Believing the issue fell under the Board’s School Closure policy, she offered assurance that such process would give due notice for public input.

Mr. Matier responded to Trustee Darby’s question that Mr. Cooke has stated that "everything is still up in the air" relative for sites for both the public and separate French Language School Boards.

Trustee Darby questioned the meaning of the word “fair” and felt he could not support the motion when uncertain about what the Education Improvement Commission will do.

Trustee MacDonald emphasized the phrase in Mr. Cooke’s letter "process for views of all parties" as an important element in the proceedings.

Cautioning that the E.I.C. may or may not do as the Board wishes, Trustee Korz spoke to the complexity of this issue - program versus the school. The program is the responsibility of the French Language Section; the school building belongs to the Hamilton taxpayers both anglophone and francophone.

Trustee Desmarais expressed appreciation for the motion to maintain status quo. However, he stated he would abstain from voting since he believes the motion is not according to the Education Act which clearly states that the students, program and building are of exclusive jurisdiction.

Trustee Mulholland spoke to his support of the program over the many years it has been in existence. He noted the motion ensures that, come September, the students will be where they are now.

Trustee Patenaude stated that she will be abstaining from voting for the reasons stated by Mr. Desmarais.

Prior to calling the vote on the motion, the Chairman indicated that the Board has been dealing with this whole issue for two to three years now, with ongoing work with the Separate School Board to resolve the problem so that the students could remain in the present building. However, discussions have not been successful; attempts to negotiate a lease have been made, although there have not been any meetings for the past 4-5 months.

The Chairman emphasized that this Board has made every effort to accommodate this student population and the program. In February, 1997, the French Language Section made a motion that they would apply to the E.I.C. to be part of the Separate French Language School Board and that changes the conditions under which we are operating. This Board must look after the public school system. We are in drastic need for funds for our buildings that are in disrepair. She noted that the Board will negotiate seriously. If the building is to be sold, we will look for revenue and work with the E.I.C. If this building is to be the selected location for the French Language Separate School Board, some recompense to this Board for the sale of the building will be sought.

The Chairman concluded by expressing appreciation to the students in our system from G. P. Vanier Secondary School and stating how proud the Hamilton Board of Education is to have offered this program at the secondary level for them.

The motion was put to a vote and was Carried.

Trustees Desmarais, Patenaude and Darby asked that their abstentions be recorded in the minutes.

Trustee Bishop requested that Clause 4. be voted on separately.

Trustee Bishop expressed concern that the Operations and Finance Committee had amended the school year calendar from what the system's Calendar Committee had recommended.

Dr. Cooke responded that the Calendar Committee had attempted to align the elementary and secondary Professional Development days while the amendment by the Operations and Finance Committee balanced out the semesters to provide equal teaching days in each. He confirmed that the 1996-1997 calendar was similar in structure to the amended calendar relative to the end of semester 1 and the beginning of semester 2 and there appeared to be no significant reason not to do the same for this coming year. He noted as well that the alignment of P.D. days remained.

Clause 4. was put to a vote and was Carried.

Moved in amendment by Mrs. Bishop, seconded by Mr. Gage: That changing a line, which involves moving more than \$25,000 in a Superintendent's budget, occur only with the approval of the Board at the time of the change.

Trustee Bishop noted the intent is to improve accountability and not to burden the system; budget lines from time to time need to be changed but one needs to be able to follow these changes through the budget lines.

Trustee Hicks challenged the Chair accepting the amendment at Board; rather, it should be dealt with at a Standing Committee where debate and information from the Officials can be considered.

The challenge was sustained.

The remainder of the report, as amended, was put to a vote was Carried.

Noting that the amendment was taken from a Lost motion at Committee, Trustee Hill requested a review of how "addendums" are handled at Board.

Moved by Mr. Darby, seconded by Dr. Johnston: That the General Part of the Report of the Personnel and Organization Committee be adopted.

Speaking to Clause 7., Trustee Hill requested that the following excerpt from the report presented to the Committee in-camera be captured in the public minutes:

"Lucy Veerman has appreciated the many challenges associated with this position and the experience gained will be beneficial for future career opportunities in such a leadership role. She has carried out the responsibilities of this role in an exemplary manner and has provided the Ministry, Trustees, Senior Officials, Staff, Schools and the community with responsible, efficient, accountable service and decision-making. Lucy Veerman has requested, based on family responsibilities and obligations that exist at this time, that she complete this temporary assignment by 1997 08 31 and resume her role as Budget Manger. For the transition of this portfolio and to assist us in the amalgamation of corporate financial operations in the new District School Board, she is prepared to assume additional responsibilities, in addition to her role as Budget Manager. This will ensure continuity of the new Board's corporate obligations and responsibilities."

The motion was put to a vote and was Carried.

FRENCH LANGUAGE SECTION

Trustee Desmarais reported that the French Language Section did not hold its regular meeting in May.

ELEMENTARY/SECONDARY

Moved by Ms. Orban, seconded by Mr. Korz: That the Chairman of the Board and the Director of Education recognize a dedicated volunteer, director and founder of the Linden Park Band - Mr. Richard Allan and his Linden Park Band for their outstanding performance during a competition among Bands recently held at Mohawk College. The Linden Park Band was awarded a total of 2 gold, 2 silver and 1 bronze metals. Carried.

Moved by Mrs. Bishop, seconded by Mr. Mulholland: That the Elementary/Secondary Part of the Report of the Program Committee be adopted.

Speaking to Clause 1., Trustee Hill offered that this issue was not dealt with correctly by the Program and Operations and Finance Committees. She indicated she wished to make an amendment to the Program Committee Report and, if adopted, would then amend the Report of the Operations and Finance Committee to delete Clause 4.

Moved in amendment by Mrs. Hill, seconded by Mr. Darby: That Clause 1. (a) be replaced with the following: That the Student Services Model be endorsed and referred to the Salary Committee for negotiations with O.S.S.T.F., District 8, T.P.A.

Ms. Russon clarified that if the model is negotiated with O.S.S.T.F., the language in the Collective Agreement would be changed to ensure the Student Services Model is incorporated and Article 25 (Staffing model) would then produce three assistant heads.

Trustees opposed to the amendment expressed concern with endorsing a model that includes social workers and questioned the cost effectiveness of this direction. Objection to the referral to the Salary Committee was also raised, noting that the costing of the program is part of the Operations and Finance Committee responsibility.

The amendment was put to a vote and was Carried.

The remainder of the report was put to a vote and was Carried.

Moved by Mrs. Hill, seconded by Ms. Orban: That the Elementary/Secondary Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved in amendment by Mrs. Hill, seconded by Mr. Darby: That Clause 4. be deleted.

The Secretary confirmed that, if deleted, the Clause remains recorded but its deletion at Board will be noted.

The amendment was put to a vote and was Carried.

The remainder of the report was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mr. Korz: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE PROGRAM COMMITTEE SIXTH REPORT

Present: Trustees Stewart (Chairman), Bishop, Mulholland, Wall and Cunningham.

Also Present: Trustees Darby, Hicks, Hill, Johnston, Orban and Rogers.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program) and F. Cooke (Interim Superintendent of Schools).

The Committee recommends:

ELEMENTARY/SECONDARY

Clause 1. amended at Board.

1. That the Report regarding the Student Services Model be received for information and the following motion approved:

(a) That the Report regarding program evaluation be adopted by the Program Committee and that it go to the Operations and Finance Committee for a full costing.

Respectfully submitted

Board Room
1997 05 01

R. STEWART
Chairman

**REPORT OF THE OPERATIONS AND
FINANCE COMMITTEE
SIXTH REPORT**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Mulholland, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), P. Gillie (Superintendent-Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Verbal Response from the Officials to the Presentation by Dr. Lalli re Anaphylaxis in Schools be received for information.

2. That the 1996 Annual Audited Financial Statements for The Board of Education for the City of Hamilton be approved.

3. That the 1996 Annual Audited Financial Statements of The Board of Education for the City of Hamilton Foundation be received for information.

4. That the Report regarding the 1997-98 School Year Calendars be received for information and the following recommendation approved:

(a) That the 1997-98 School Year Calendars, as amended, be approved:

School Year - 1997 09 02 to 1998 06 26

1997 12 22-1998 01 02

Christmas Break

1998 03 16-20

March Break

ELEMENTARY

Professional Activity Days

1997 09 26I

In-School Planning/Interface

1997 11 10

Interviews

1997 12 05

In-School Planning

1998 01 28

Interviews/Interface

1998 02 27

Program Day

1998 03 27

Interviews/In-School Planning

1998 05 01

Federation Day

1998 06 05

Interviews

1998 06 26

In-School Planning

SECONDARY

Semester I

Begins 1997 09 02; Ends 1998 01 30

Semester II

Begins 1998 02 02; Ends 1998 06 27

Professional Activity Days

1997 09 27

In-School Planing/Interface

1998 01 27 and 28

Turnaround/Interface

1998 02 27

Program Day

1998 05 01

Federation Day

1998 06 23 and 06 26

Year End

Clause 5. tabled at Board.

5. That the Board move the French As A First Language Program to the facility known as Scott Park Secondary School.

6. That quarterly reports be brought to the Operations and Finance Committee showing updates on the spending by line and Superintendent, as is currently sent monthly by the Finance Department to all Superintendents.

7. That the following Report of the Safe Schools Committee be approved:

(a) That the recommendation in the Report of the Officials at an Expulsion Hearing reflect the Board's position to its Zero Tolerance to Violence and Expulsion Policies and that the report be required to identify the categories under the Zero Tolerance Policy which the recommendation is being brought.

(b) Whereas the Ministry of Education and Training guidelines do not exempt students from the Zero Tolerance to Violence Policy or the Expulsion Policy on the basis of academic standing, it is recommended that the Report of the Officials at an Expulsion Hearing not include the academic background of the student.

(c) That the Board may determine that the time served under suspension prior to expulsion may be counted as part of the six-month waiting period outlined in the Board's Readmission policy.

ELEMENTARY/SECONDARY

1. That the agenda item "Alternate Model to Deliver the Junior Kindergarten Program" --requested by Trustee Hicks be tabled.

2. That the following recommendations of the Director of Education and Secretary be approved:

(a) That the following trip requests be approved:

(i) Dalewood, Grade 6 (Canterbury Hills, Ancaster, Ont.),
1997 05 26 to 27 (Monday to Tuesday)

(ii) Dalewood, Grade 6 (Canterbury Hills, Ancaster, Ont.)
1997 05 27 to 28 (Tuesday to Wednesday)

(iii) Highview, Grade 8 (Kilcoo Camp, Minden, Ont.) 1997
05 27 to 31 (Tuesday to Saturday)

(iv) Norwood Park, Grade 8 (Canterbury Hills, Ancaster, Ont.) 1997 05 20 to 21 (Tuesday to Wednesday)

(v) Westview, Grade 8 (History/Science Trip, Ottawa, Ont.) 1997 06 10 to 13 (Tuesday to Friday)

(vi) Woodward, Grades 1 to 4 (Toronto Zoo, Toronto, Ont.) 1997 06 19 (Thursday)

(vii) Westmount, Grades 9 to OAC (Stratford Theatre, Stratford, Ont.) 1997 10 01 (Wednesday)

3. That the following letters be referred to the Superintendent of Schools for investigation:

(a) from Strathcona School Council re decrease in secretarial assignment

(b) from Neil F. Sharpe re decrease in secretarial and principalship assignments at Strathcona School

Clause 4. deleted at Board.

4. That the Report regarding Costing for Proposed Student Services Model be received for information and the following recommendation approved:

(a) That the responsibility allowance for three assistant head positions be approved.

Respectfully submitted

Board Room
1997 05 06

S. HILL
Chairman

**REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
SIXTH REPORT**

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban and Cunningham.

Also Present: Trustees Bishop, Desmarais, Hill, Lowe, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the following Recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS**

(a) That Kelsey Crawford be appointed to the Probationary Administrative Staff in the position of Secretary to the Assistant Superintendent of Schools, effective 1997 05 19, with salary according to the salary schedule.

Replacement

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. RETIREMENTS

(a) (i) That the resignation of George Knill, Project Team Leader, for the purpose of retirement, effective 1997 08 31, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of George Davis, Caretaker (Caretaking & Maintenance Staff), for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid.

7. LEAVING EMPLOYMENT- Nil**8. LEAVES - Nil****9. OTHERS**

(a) We regret to announce the death of Jean L. Clark (Cleaner, Cleaning Staff) on 1997 03 31.

* * * * *

2. That the Staffing Report - Full Time Equivalent Positions as of 1997 05 08 be received for information.

3. That the Report on Supply Teacher Usage as of 1997 03 31 be received for information.

4. That the Report on Substitute Cleaner/Casual Assistance Usage as of 1997 05 08 be received for information.

5. That the 1996 and 1997 Temporary Assistance Expenditures Report as of 1997 05 08 be received for information.

6. That the Correspondence from the Mayor's Committee Against Racism and Discrimination re statistics relative to hiring of probationary teachers and the Report from the Officials re Statistical Information be received for information and the following motion approved:

(a) That the Board send a letter outlining why it is unable to fulfill the Committee's request and that existing data be provided.

7. That the Report regarding an appointment of a Business Supervisory Officer and Treasurer be received for information and the following recommendation approved:

(a) That the Interim Director and Senior Financial Officer be authorized to explore options for filling the Business Supervisory Officer and Treasurer vacancy and bring recommendations to the June Personnel and Organization Committee meeting.

ELEMENTARY/SECONDARY

1. That the following Recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Suzanne Contant (E), 1996 09 01

Sharon Paterson (E), 1997 05 07 (.5)

Maureen Reid (E), 1996 09 01

Marguerite Richer (E), 1997 06 02

Replacements

(ii) That Maureen Eitel (E) be appointed to the Probationary Staff, effective 1997 05 07 (.5), with salary according to the salary schedule.

Replacement

(iii) That Elizabeth McQueen (E), be appointed to the Probationary Staff, effective 1997 05 16, with salary according to the salary schedule.

New Position – Contract Compliance

2. PERMANENT STAFF APPOINTMENTS

(a) That Maureen Reid (E) be transferred to the Permanent Staff, effective 1997 03 24, with salary according to the salary schedule.

3. PROMOTIONS - Nil

4. INTERNAL APPOINTMENTS - Nil**5. TIMETABLE CHANGES - Nil****6. RETIREMENTS**

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Dee Burlanyette (E), 1997 06 30
Frances Cartlidge (E), 1997 06 30
Charles P. Connor (S), 1997 06 30
G. Michael Creaghan (S), 1997 06 30
Patricia Disher (E), 1997 06 30
John Allan Dove (S), 1997 06 30
Elizabeth Eickmeier (S), 1997 06 30
Dianne Gordon (E), 1997 06 30
Thomas Griffith (E), 1997 06 30
Joyce Johnston (E), 1997 06 30
Diane M. Melody (E), 1997 06 30
Sylvia Oberfrank (E), 1997 06 30
Gerd Reimann (E), 1997 09 30
E. June Stevens (S), 1997 06 30
Carole Stickney (E), 1997 06 30

(ii) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret:

Priscilla Bradley (E)
Sandra Nelson (E)

7. LEAVING EMPLOYMENT - Nil**8. LEAVES****Leave of Absence**

(a) (i) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Natalie Botts (E), 1997 07 16 to 1998 03 14
Lynda Ball (E), 1996 10 06

Marilyn Bancsi (E), 1997 09 01 to 1998 08 31
Charlotte Crouch (S), 1997 09 01 to 1998 08 31
Mary Elliott (E), 1997 05 07 to 1997 11 14
Carol Jupp (E), 1997 09 01 to 1998 08 31
Kathryn Kohler (E), 1997 05 19 to 1998 01 16
Joanne McIntosh (E), 1997 03 07
Lorelei (Lori) Prevec (E), 1997 06 16 to 1998 02 13
Dale A. Pyke (E), 1997 09 01 to 1998 08 31
Gwen Ripco (E), 1997 09 01 to 1998 08 31
Cornelia Schuster (E), 1997 08 08 to 1998 04 11
Henry Shedletzky (S), 1997 03 03 (.33)
Brenda Stewart (E), 1995 01 02
Colleen Wray (S), 1997 09 01 to 1998 08 31

(ii) That the effective dates of the Leave of Absence granted to Thomas Griffith (E) at a previous meeting be changed to 1997 01 01 to 1997 06 30.

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Tina Robinson (Secretary, Clerical & Technical Staff), 1997 04 28 to 1997 08 22
Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel), 1997 05 12 to 1997 06 30 (.5)
David Weir (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 01 to 1998 04 30

Leave Extension

(a) That the requests of the following teachers for an extension of their Leave of Absence, effective as shown, be granted:

Brian Radke (S), 1997 09 01 to 1998 08 31
Joyce Cooper (E), 1997 09 01
Michele Fairfield (S), 1997 09 01 to 1998 01 31
Judy Lampman (E), 1997 09 01 to 1998 08 31
Caroline E. McGinnis (E), 1997 09 01
Margaret Mete (E), 1997 09 01 to 1997 12 31
David Simpson (S), 1997 09 01 to 1998 08 31 (.66)

(b) That the request of Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel) for an extension of her Leave of Absence, effective 1997 05 01 to 1997 05 09, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Lisa Bingleman (E), 1997 09 01
Linda Bland (E), 1997 03 31
Kawong Chung-Shipman (E), 1997 09 01
Rein Ende (E), 1997 09 01
Anne McNeill (E), 1997 09 01
Anna Radojewski (E), 1997 09 01
Doug Robb (S), 1997 09 01
David Simpson (S), 1997 09 01 (.33)

9.OTHERS

* * * * *

2. That the Report re Job Coach - Transitional Work Experience Program (T.W.E.P.) be received for information and the following recommendation be approved:

(a) That the position of Job Coach, Transitional Work Experience Program (T.W.E.P.) be renewed for the 1997-98 school year.

Respectfully submitted

Board Room
1997 05 08

G. DARBY
Chairman

REPORT OF THE SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Patenaude and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), R. Lavoie (Superintendent of Schools- French as a First Language), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Report re Approval of Tender for Renovation - Phase 3 of Glendale Secondary School be received for information and the following recommendations approved:

(a) That a contract be awarded to S T F Construction Ltd. in the amount of \$1,401,010.00.

(b) That funds for this project be provided in the amount of \$1,940,000, of which debenture will be issued for \$1,735,000, subject to approval or exemption based on guidelines of Bill 104.

(c) In accordance with Ontario Regulations 265/94, the Senior Financial Officer and Treasurer has updated the Debt and Financial Limit Obligation of the Board, using current interest rates, and has determined that the estimated annual amount payable in each year in respect of the Glendale Secondary School Renovation Phase 3, would not cause the Board to exceed the updated Limit.

That pursuant to the provisions of Part IX, Section 235, subsection 1, of the Education Act, the Senior Financial Officer and Treasurer be authorized to make application for necessary funds for this project to be raised by the sale of debentures for \$1,735,000 of the said Regional Municipality of Hamilton-Wentworth with repayment term not to exceed twenty (20) years and that the appropriate By-Law for the said purpose to be passed by the Council of said Regional Municipality.

2. That the Report re Sale of Comley School be received for information and the following recommendations approved:

(a) That the offer from Diman Properties Inc. in the amount of \$340,000 for the purchase of Comley School and site located at 771 Limeridge Road East in the City of Hamilton being comprised of part of Lot 7, Concession 6, in the geographic Township of Barton, designated as Part 2 on Reference Plan 62R-846 be accepted subject to:

- the closing date of November 15, 1997 be shortened by up to 45 days, and

- approval or exemption based on guidelines or regulations of the Fewer School Boards Act 1997 (Bill 104), and the funds realized from the sale be placed in Capital Reserves; and

(b) That upon satisfactory completion of the sale of Comley School and site that a \$3,500 commission be paid to Chambers and Company.

Respectfully submitted

Board Room
1997 05 15

S. HILL
Chairman

**MINUTES OF THE SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 05 20

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Hicks, Hill, Johnston, MacDonald, Mulholland, Orban, Rogers and Wall.

Official Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program) and R. Binns (Superintendent of Human Resources).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Johnstone, Paquin and Patenaude.

GENERAL

Appointment of Interim Assistant Superintendent of Program

The Board interviewed three candidates for the position of Interim Assistant Superintendent of Program.

Following a review of the procedures and questions for the interviews, each candidate was then interviewed at the appointed time.

The vote by secret ballot resulted in the following action:

Moved by Mrs. Wall, seconded by Ms. MacDonald: That Janice L. Tomlinson be appointed to the position of Interim Assistant Superintendent of Program for the Board of Education for the City of Hamilton effective as soon as appropriate transition plans can be implemented. Carried.

Mr. Matier responded to a question that, in consultation with the Superintendent of Program, a transition plan for Dr. Tomlinson will be set in place relative to her current position (Project Team Leader - Special Education). The members will be advised through the Personnel and Organization Committee.

Moved by Ms. MacDonald, seconded by Mrs. Bishop: That the ballots be destroyed. Carried.

The Chairman asked for the members' wishes relative to the Officials presenting a report on the Sale of Site - 49 East Avenue North.

Moved by Mrs. Bishop, seconded by Mrs. Hill: That a Special In-camera Meeting of the Operations and Finance Committee be convened to consider a Report on the Sale of Site - 49 East Avenue North.

The Board recessed in accordance with the above motion; however, the Special In-camera Meeting of the Operations and Finance Committee did not convene as members felt it was out of order.

The Special In-camera Board meeting reconvened and the following action was taken:

Sale of Site - 49 East Avenue North

Moved by Mrs. Hill, seconded by Mr. Darby: That the Board deal with the Report on the Sale of Site - 49 East Avenue North.

The motion was Carried by the required two-thirds majority vote.

Moved by Mr. Darby, seconded by Mrs. Hill: That this Special In-camera Meeting of the Board resolve into a Committee-of-the-Whole. Carried.

Trustee Mulholland assumed the Chair.

Moved by Mrs. Hill: That the Report on the Sale of Site - 49 East Avenue North be received for information and the following recommendations approved:

(a) That the offer from Patrick DiClandio in the amount of \$20,500 for the purchases of 49 East Avenue North being comprised of the south-half of Lot 155, Plan 223 in the City of Hamilton, be accepted subject to approval or exemption based on guidelines or regulations of the Fewer School Boards' Act 1997 (Bill 104) and the funds realized from the sale be placed in Capital Reserves and

(b) That upon satisfactory completion of the sale of 49 East Avenue North, that a \$900 commission be paid to Star Real Estate Limited. Carried.

Trustee MacDonald asked to be recorded as having voted opposed.

Moved by Mrs. Hill: That the Committee-of-the-Whole now be dissolved and return to the Special In-camera Meeting of the Board. Carried.

Moved by Mr. Mulholland, seconded by Mrs. Hill: That the Report of the Committee-of-the-Whole be adopted.

At Trustee MacDonald's request, the motion was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Johnston, Rogers, Orban, Hicks, Wall, Desmarais, Hill and Cunningham; those opposed: Trustees MacDonald, Stewart and Darby.

Report of the Salary Committee

Moved by Mr. Darby, seconded by Mrs. Hill: That the Report of the Salary Committee be adopted.

At Trustee Bishop's request, the Clauses were voted on separately.

Clause 1. (a) was put to a vote and was Carried.

Clause 1. (b) was put to a vote and was Carried.

Clause 1. (c) was put to a vote and was Carried.

Clause 1. (d) was put to a vote and was Carried.

Clause 1. (e) was put to a vote and was Carried.

Clause 2. was put to a vote and was Carried.

Clause 3. was put to a vote and was Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE SALARY COMMITTEE

Present: Trustees Darby (Chairman), Hill and Cunningham.

Officials Present: M. Matier (Interim Director of Education and Secretary) and D. Russon (Manager, Employee Relations)

GENERAL

1. That in exercising the Board's discretionary power under the respective Collective Agreements regarding eligibility for the payment of a retirement gratuity, the following factors shall be considered:

- (a) years of service vs. years of employment
- (b) retirement from the Board vs. retirement from the workforce
- (c) the number of days remaining in the employee's sick leave account and the dollar value of any gratuity
- (d) special circumstances such as reasons for retiring early, including ill health
- (e) any other factor which is deemed relevant to the Board

2. That the Board approve the changes to the Employment Policies/Practices booklet, as attached, for the Professional Administrative Support Staff, represented by the P.A.S.S. Association. (see page 314)

3. That Lucy Veerman, Acting Senior Financial Officer and Treasurer, be paid at the level of Superintendent retroactive to 1996 08 16.

Respectfully submitted

Committee Room
1997 05 14

G. DARBY
Chairman

**AMENDMENTS TO THE EMPLOYMENT
POLICIES/PRACTICES BOOKLET FOR EMPLOYEES OF
THE PROFESSIONAL ADMINISTRATIVE
SUPPORT STAFF**

HOURS OF WORK

2) Change to read:

Normal office hours are:

Education Centre
Secondary Schools

8:30 a.m. - 4:30 p.m.
8:30 a.m. - 4:30 p.m.

AMALGAMATION

New:

In the event that the Hamilton Board amalgamates with any other Board of Education, the Hamilton Board will make every reasonable effort to secure continued employment for members of P.A.S.S., who were in its employ at the time of amalgamation and to make its best effort to ensure the retention of seniority.

JOB EVALUATION PROGRAM

Process to Request an Evaluation

- Amend reference in #4 from Compensation Administrator to *Manager, Employee Relations.*

Job Evaluation Committee Process

1. - Amend reference in (i) from Compensation Administrator to *Manager, Employee Relations.*

- Amend reference in (iii) from Compensation Administrator to *Manager, Employee Relations or designate.*

2. - Amend reference in #2 from Compensation Administrator to *Manager, Employee Relations or designate.*

3. Amend to read:

In the event of a change in salary grade, changes will be effective the first of the month following the decision of the Job Evaluation Committee.

JOB POSTING (Amended as follows)

It is the Board's policy to promote from within the Board unless there are no candidates who meet the requirements of the position.

1. *Subject to the limitations identified in section 2, Human Resources shall post a vacancy within ninety (90) days of the position becoming vacant. Human Resources shall issue a notice of a vacancy through the Profs Network for a period of five (5) working days in all work locations. The posting period shall normally commence on a Tuesday and shall close at the end of normal business hours on the fifth working day following.*

2. (i) *For the purpose of this section, a vacancy in a position is created when, and where appropriate, official board approval is given for one of the following:*

- (a) *retirement*
- (b) *resignation*
- (c) *termination, except in the case of surplus/redundancy*
- (d) *a newly created position*
- (e) *death*
- (f) *promotion occurs*

(ii) *In the event that a vacancy within a Superintendency, the Superintendent shall have the right to re-organize and re-deploy staff prior to the posting process.*

(iii) *Any resulting vacancy, once re-organization has taken place, will be posted within ninety (90) days of the initial position becoming vacant.*

3. *When a temporary vacancy becomes available, Human Resources will post a notice of the vacancy providing the temporary vacancy is for a period of three (3) months or more and the Board knows in advance the length of the assignment. Human Resources will post the initial vacancy only.*

4. (i) Vacancies shall be open to all employees of the Board. In filling a vacancy, where qualifications and ability are equal, preference will be given to the P.A.S.S. member.

(ii) If there are no suitable candidates from within the Board, the Board will fill the position in the most convenient manner.

5. The posting shall include the work location, the grade level, job title, annual salary range, starting date, scheduled hours of work, and requirements and the criteria of the position.

6. An employee who wishes to apply to a posted vacancy shall submit a resume which shall outline the applicant's qualifications and experience.

7. In filling any posted vacancy, the *Selection Committee* shall base its decision on the applicants skill level, ability to meet the requirements and the criteria of the position.

8. Wherever possible, the successful applicant will be transferred to the new position within thirty (30) days of Board approval.

9. A professional administrative support services employee, *who is unsuccessful to a posting*, may appeal the decision of the selection committee within five (5) working days of the selection through the established complaint procedure commencing at Step 3.

SENIORITY

3. NEW:

A casual employee appointed to the probationary staff without an intervening break in employment shall have seniority dated back to the commencement date of the last temporary assignment.

To obtain the necessary data for the implementation of this section, employees will be required to complete an information form provided by the Board.

4. Present #3 renumbered and amended as follows:

A seniority list shall be established by the Board based on the date upon which an employee was last appointed to the probationary staff of the Board. Such list shall be brought up to date in January of each year. A copy of the seniority list shall be forwarded to the Chairperson of P.A.S.S.

5. Present #4 (i) renumbered and amended as follows:

The seniority list shall show the member's name, job grade, seniority date, hire date, position and full-time equivalent.

Lay-off and Recall (Changes to be effective for those employees who are laid-off and/or displaced on and after April 24, 1997)

9. Amend to read:

A displaced employee shall be given the opportunity to return to the employee's original position if it becomes vacant within thirty (30) months from the date of displacement.

- 13) Amend to read:

In filling vacancies within the Professional Administrative Support Services group the Board will give consideration to the applications of employees on the PASS recall list who are qualified for the position. An employee shall remain on the recall list for a period up to thirty (30) months.

- 14) (ii) Amend to read:

If an employee is recalled to the permanent staff from lay off within thirty (30) months of the date of layoff, the person's previous seniority shall be reinstated.

Reporting Absences**2) Amend to read:**

If the absence exceeds five (5) consecutive working days, a medical certificate signed by a medical practitioner must be submitted to Human Resources Services upon return to work.

EMPLOYEE BENEFITS***Effective June 1, 1997:***

Extended Health Plan- *The Extended Health Plan to be amended to include a dispensing fee cap of \$7.00 per prescription.*

Dental Plan - *Coverage under the Dental Plan for basic check-ups shall be from six (6) months to nine (9) months.*

Effective October 1, 1997:

Extended Health Plan - Vision Care *increased to \$250/2 years.*

Dental Plan - ODA rate *increased to the 1995 ODA Rate Schedule.*

SICK LEAVE ENTITLEMENT**Amend as Follows:**

Effective January 1, 1998 the annual sick leave entitlement shall be:

12 Month Entitlement= Amend reference from 26 days to 21 days

10 Month Entitlement= Amend reference from 20 days to 18 days

APPENDIX "A" - SYSTEM OF THE BOARD OF EDUCATION FOR THE CITY OF HAMILTON FOR SICK LEAVE, SICK LEAVE CREDITS, AND SICK LEAVE GRATUITIES APPLYING TO EMPLOYEES WHO ENTER THE SERVICE OF THE BOARD ON AND AFTER THE 1ST DAY OF JANUARY, 1956

2. *Amend reference in (i) from twenty-six (26) days to twenty-one (21) days.*

(This reduction in sick leave days will mean that the Saturday change will be eliminated effective January 1, 1998).

8. *Amend to read:*

To qualify for sick leave, an employee who is absent from the employee's duties for a period exceeding five (5) consecutive working days must produce certification of illness from a qualified physician or licentiate of dental surgery and (if required by the Board) a further certificate from the Medical Officer of the Board. If such period does not exceed five consecutive working days, a certificate by the superior official of such employee shall be accepted in lieu thereof.

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 05 28

The Board met.

Present: Trustees Cunningham (Chairman), Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Lowe, Mulholland, Orban, Paquin, Patenaude, Rogers and Stewart.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Bishop, Korz, MacDonald and Wall.

ELEMENTARY/SECONDARY

The members agreed to consider the Report of the Special Meeting of the Personnel and Organization Committee as the first item of the Agenda.

Moved by Mr. Darby, seconded by Mr. Stewart: That the Report of the Special Meeting of the Personnel and Organization Committee be adopted. Carried.

GENERAL

Presentation of Information regarding Recruitment of Foreign Students

The Chairman noted that this Special Meeting of the Board was called in response to the following motion adopted on 1997 04 17:

That a Special Board meeting take place, subject to legal opinion, prior to the process outlined in the report from Agro, Zaffiro et al, to provide an opportunity for Mr. Binns to present information to assist trustees in formulating questions as per Board motion.

To allow for an open discussion, it was moved by Mr. Darby, seconded by Mrs. Hill: That this Special Meeting of the Board resolve into a Committee-of-the-Whole. Carried.

Trustee Mulholland assumed the Chair and called on Mr. Binns for his presentation.

Mr. Binns provided historical and current information about the recruitment of foreign students (Visa students). The following are the highlights of his presentation:

- ♦The Hamilton Board has always had Visa students. There was a moratorium (1980-84) in taking in Visa students due to "loopholes" in the Education Act relating to this program. In each year between 1990-94, the Board had approximately 25 to 35 Visa students.
- ♦A delegation (2 secondary school principals) from the Hamilton Board went to Hong Kong in November 1995 to recruit foreign students. Mr. Binns had no prior knowledge of this trip nor was it discussed at Senior Management.
- ♦In June 1996, Mr. Binns was approached by the then Director of Education, Donald Goodridge, to meet with the people involved in the Hong Kong trip to assess the project for its viability as a revenue generator. From his vantage point, it looked positive. There was agreement that Mr. Binns' involvement would only be for a specific period of time, e.g. one year.
- ♦Believing there was great potential in this area, Mr. Goodridge wanted to have a head start over other school boards into this area and he directed Mr. Binns to proceed and make plans towards the trip to China, Taiwan and Hong Kong in the early Fall of 1996. Mr. Binns offered that this necessity to move quickly played a part in the Board not being informed initially of the project. During this trip, the necessary agreements were made with the representatives of these countries to recruit students. He noted the agreements in the trustees packages are representative of those used.

♦The tuition fees charged to Visa students by the Hamilton Board are based on the provisions of the Education Act (Section 49, Sub-section 6) -- "the Board shall charge the person the maximum fee calculated in accordance with the regulations". This allows the Board to charge a fee which covers all costs of educating the child in our schools plus special expenditures incurred to run this program.

♦November 1995

The fee was established at \$8,000; if the student withdrew before entering the school system, the Board retained \$500 and refunded the rest.

♦Summer 1996

A \$300 administration fee (non-refundable) was established but the tuition fee was maintained at \$8,000.

♦Fall 1997

Tuition is \$9,000 plus a \$300 administration fee.

♦Summer School rate

The fee for this coming summer is \$1050 which is pro rated on the full-year fee.

♦During the trip in the Fall of 1996, the agents were carefully selected through background checks, authenticity of business/license and visits to their offices where possible. To date, the Board's list of agents reflect both active and inactive agents. Mr. Binns added that only he and those associated with him investigated the agents. Mr. Binns indicated he will supply the name of the agent that is missing from the list.

♦The list of visa students is updated to March 31 with the information provided by school, student number, date of birth, transaction code, fees required by semester, start date, withdrawal date and miscellaneous notes. There is another print out current to April 30 which indicates an increase for the Fall and the Summer School.

♦Referencing his intention to cease his activities in this area, Mr. Binns emphasized the importance for the Board to make a decision as soon as possible on the three alternatives provided in the report relative to the 1997 Budget Proposals for International Students. A decision by mid-June will allow for transfer of files and materials over the summer period without a loss of service in this area.

♦The schools involved in the visa student program have put out more in the way of Guidance services, English as a Second Language counselling, clerical duties, etc. Noting the staffing formula doesn't account for this additional workload, Mr. Binns suggested this area needs to be looked at if the schools are to continue this high level of student recruitment. He emphasized that programming for these students is different.

♦Relative to financial resources, Mr. Binns noted additional money is required to run this program. If the Board is going to take this program seriously, some money generated from the program needs to be put into running it.

♦ The Board is not in the accommodation business nor do we have any arrangements with any company. While we provide the names of 3 to 4 companies in the Hamilton community who are willing to take our students, it is clearly communicated to the parents and/or guardians that this area remains their responsibility.

At this point, the Chairman permitted the members to ask questions.

Trustee Cunningham asked for clarification on the impact on staff relative to local guardianship.

Mr. Binns responded to a question that some guardians charge a fee while others do not. Either way is quite legal. He agreed to provide a copy of the section of the Act that applies to this area.

Trustee Cunningham questioned the additional work this project imposes on staff, i.e. the degree of work and the percentage of time to carry out the recruiting of visa students. She also asked for information as to the costs of running this program.

Mr. Binns noted that there are no additional costs (beyond overseas telephone calls and courier costs) to run the program. No additional hiring has been done; however, staff have extended themselves and are working harder to meet the needs. He referenced his earlier comments about giving consideration to increasing the staff if the Board continues in this area.

Acknowledging that the brochure references "accommodation" and is, therefore, somewhat misleading, Mr. Binns conceded that the brochure is outdated at this time due in part to the motion to cease further activity in this area.

Trustee Cunningham expressed concern that the brochures are being used to attract students to the Board and suggested these areas need clarification before a decision is made.

In response to Trustee Hicks, Mr. Binns indicated that the summer of 1996 was the start of the 'recruitment' of visa students.

In reply to Trustee Orban's question, Mr. Binns indicated that there are currently 52 visa students in the system and none have applied for landed immigrant status.

Mr. Binns agreed to provide trustees with information relative to the status of the program as a revenue generator including the appropriate costing formula.

It was clarified for Trustee Hill that the agent's fees/commission are already included in the tuition fee.

Trustee Hill concluded that the net fee to the Board then is the tuition fee minus the agent's fee.

Mr. Binns affirmed that, as directed by Board motion of 1997 02 06, he has stopped all but maintenance activities regarding Visa student recruitment. He added that he was advised to not do so (honour the contracts to date) would put the Board into a precarious legal position.

Mr. Binns responded to Trustee Stewart's question that visa students are usually in the 14-21 years of age range, with a few exceptions.

Mr. Binns also clarified his earlier answer to Trustee Hicks that some recruitment of visa students was done in November 1995.

Trustee Hill noted there was no documentation provided relative to the revenue generated versus the expenditures or a cost benefits analysis.

Mr. Binns agreed to attempt to produce this information and send it out to the members.

At Trustee Hill's request, Mr. Binns reviewed the Education Act, Section 49 (6) relative to the calculation of the fees. He confirmed that he and one of the Board's solicitors - Ian Gordon - interpreted this to allow the Board to cover all costs of educating an overseas student.

Mr. Binns responded to further questions from Trustee Hill that the fee of \$8,000 was first charged in November 1995 following the initial trip to Hong Kong. There were no recruiting fees at that time as the trip expenses were paid by the private company that accompanied staff. Our agents' fees are now included in the fee with one exception - one agent in China has some additional surcharges.

When Trustee Lowe asked about the trip in November, 1995 and whether it was at the request of the Board, Trustee Mulholland recalled that Director Goodridge had met with two principals and they decided to take part in the project at that time - at no cost to the Board.

Mr. Binns clarified for Trustee Lowe that the private company who proposed the initial visit in November 1995 (referenced in his opening remarks) was Sino-Can Consulting Services Ltd.

Trustee Hill referenced her earlier conversation with Mr. Binns relative to the ability of the Board - a public body - to keep confidential the list of the agents and our contracts with them. Mr. Binns responded that he has no additional information at this time.

Trustee Cunningham asked for clarification regarding the reference in his covering memo to trustees that he has 'ceased all but maintenance activities'.

Mr. Binns responded that one of the difficulties of the motion (to discontinue recruitment activity) was that he, on behalf of the Board, has signed agreements with agents that the Board would receive these students. To carry out the motion would have put the Board in a precarious legal position by not honouring the agreements signed. He noted that he has not hired any new agents, although approached by a few; he has only accepted applications from students from existing agents; he has not sought participation in fairs and other education activities, etc. Only what was started last Fall has been maintained.

Relative to selling the Hamilton Board programs, Mr. Binns indicated that there have been a number of inquiries from international countries regarding the purchase of our programs, including teaching services. To date, this area has not been pursued/followed up by staff.

Trustee Johnstone was advised that the student's academic performance in their home country rather than their ability to speak English is the key criteria in accepting Visa students into our system. If a student is not successful in his own country, his/her application is denied.

Moved by Miss Cunningham: That the Committee-of-the-Whole now be dissolved and return to the Special Meeting of the Board. Carried.

Trustee Cunningham resumed the Chair.

Moved by Mr. Mulholland: That the Report of the Committee-of-the-Whole be adopted.

Responding to concerns, the Chairman clarified that any additional questions submitted to her by 1997 05 30 by trustees would be incorporated in the previous list of questions from Mr. Parayeski and forwarded to appropriate staff for response. It was her understanding that a Report on the responses would come back to the Board and from this the members would generate information and develop an overall opinion.

Responding to Trustee Mulholland's request, the Chairman read the motions regarding the issue at the 1997 04 10 In-camera Session of the Operations and Finance Committee and April Board and at the 1997 04 17 Special Meeting of the Board.

Trustees Johnstone and Gage requested information on legal fees to date for the Board's solicitor (Mr. Parayeski of Agro, Zaffiro, Parente, Orzel and Baker) and the legal counsel for staff.

The motion was put to a vote and was Carried.

The Chairman ruled Trustee Hill's request for further clarification from Mr. Binns out of order, noting the Report of the Committee-of-the-Whole had been adopted.

The meeting then adjourned.

Adopted as presented.

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CHAIRMAN

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban and Cunningham.

Also Present: Trustees Desmarais, Johnstone, Mulholland, Patenaude, Rogers and Stewart.

Officials Present: M. Matier (Interim Director of Education and Secretary) and R. Binns (Superintendent of Human Resources).

The Committee recommends:

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Cheryl Mitchell (E) be appointed to the Probationary Staff, effective 1997 05 23, with salary according to schedule:

Replacement

(ii) That Henry Wrona (S) be appointed as a Term Probationary Teacher, effective as 1997 06 02 to 1997 12 31, with salary according to the salary schedule.

Replacement

6. RETIREMENTS

(a) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid:

Tom Fiddes (E)

Jeannette G. Hrycenko (E)

Vivien Masotti (S)

Ingrid Mastrangeli (E)

Georgina Peters (E)

Eric Wilson (E)

(ii) That the resignation of Simonetta Ianiri (E), for the purpose of retirement, effective 1997 06 30, be accepted with regret.

7. LEAVING EMPLOYMENT

(a) That the date 1997 08 31, for the following teachers to leave the employ of the Board, be approved:

Maureen Eitel (E)

Elizabeth McQueen (E)

Cheryl Mitchell (E)

3 Elementary Terminations

Respectfully submitted

Board Room
1997 05 28

G. DARBY
Chairman

**MINUTES OF THE SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 05 28

The Board met.

Present: Trustees Cunningham (Chairman), Darby, Desmarais, Gage, Hicks, Johnston, Johnstone, Lowe, Orban, Paquin, Patenaude, Rogers and Stewart.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Bishop, Hill, Korz, MacDonald, Patenaude and Wall.

GENERAL

**Report of the Special In-camera Meeting of the Personnel and
Organization Committee**

Moved by Mr. Darby, seconded by Mr. Stewart: That the Report of the Special In-camera Meeting of the Personnel and Organization Committee be adopted. Carried.

The meeting then adjourned.

Adopted as presented.

.....
CHAIRMAN

**REPORT OF THE SPECIAL
IN-CAMERA MEETING OF THE
PERSONNEL AND ORGANIZATION COMMITTEE**

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban, Paquin and Cunningham.

Also Present: Trustees Desmarais, Gage, Hill, Johnstone, Lowe, Mulholland, Rogers and Stewart.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent-Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Committee recommends:

GENERAL

1. That, upon resignation for the purpose of retirement, the Board's gratuity be paid for Christine McCulloch.

Respectfully submitted

Board Room
1997 05 28

G. DARBY
Chairman

**MINUTES OF THE
BOARD OF EDUCATION**

Board Room
Education Centre
1997 06 19

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Binns (Superintendent of Human Resources), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), J. Tomlinson (Interim Assistant Superintendent of Program) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustee MacDonald.

Moved by Mrs. Hill, seconded by Mr. Mulholland: That the minutes of the regular meeting of 1997 05 15 and special meetings of 1997 04 23, 1997 05 08, 1997 05 20 and 1997 05 28 be approved as presented. Carried.

The Secretary drew the members' attention to the correspondence attached to the agendas.

Moved by Mr. Mulholland, seconded by Mrs. Bishop: That the thanks for the Board's expression of sympathy from the Dorothy Youngblud family be received and filed. Carried.

Moved by Mr. Desmarais, seconded by Mrs. Lowe: That the petition from the Coalition for Vaniers requesting that the trustees of the Board of Education for the City of Hamilton refute the recommendation to move Ecole secondaire Georges-P.-Vanier to Scott Park Secondary School as of September, 1997 be received for information. Carried.

Moved by Mrs. Bishop, seconded by Dr. Johnston: That the resolution from the Essex County Board of Education regarding an education referendum on the next election ballot which would allow the general public to state its feelings of dual educational systems In our province be referred to the Operations and Finance Committee. Carried.

Presentation of Reports

Program Committee - Mr. Stewart

Operations and Finance Committee - Mrs. Hill

Personnel and Organization Committee - Mr. Darby

Moved by Mr. Stewart, seconded by Mrs. Johnstone: That the General Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Ms. Orban: That the General Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Paquin: That the General Part of the Report of the Personnel and Organization Committee be adopted.

When Mr. Binns noted that answers to questions regarding Clause 6. could be answered later in the meeting, the Report, with the exception of Clause 6. was put to a vote and was Carried.

Under New Business, Trustee Hill referenced a letter from the Hamilton-Wentworth Roman Catholic Separate School Board to the Co-Chairs of the Education Improvement Commission stating its position in regards to Ecole secondaire Georges-P.-Vanier, noting it was presented to the June meeting of the French Language Section. She indicated the Board as a whole should receive and file the letter as well as respond to the Education Improvement Commission to point out the inaccuracies in the letter from the Board's perspective.

Trustee Desmarias noted he received a copy of the correspondence as Chairman of the French Language Section and placed it on the French Language Section agenda so that the full Board was aware of the letter. Trustee Desmarais termed the letter political and, as such was not bound to accuracy and he urged the members not to glorify the document by responding to it.

Several members expressed concern with the significance of the inaccuracies in the letter. The letter from the E.I.C. Co-Chair, Dave Cooke, that was presented to the Board at its May meeting was referenced. As well, the interest from both the French Separate and French Public School Boards in the school was noted.

Believing that a 'factual' letter should be sent, it was moved by Mr. Gage, seconded by Dr. Johnston: That the Interim Director of Education and the Chairman of the Board respond in writing to the Co-Chairs of the Education Improvement Commission clarifying the inaccuracies contained in the 1997 05 16 letter from the Hamilton-Wentworth Separate School Board regarding Georges-P.-Vanier Secondary School.

Moved in amendment by Mr. Darby, seconded by Mr. Stewart: And that a copy of the fax received from the E.I.C. (presented to the Board at its May meeting) be attached. Carried.

Trustees Desmarais, Paquin and Patenaude asked that their abstention from voting be recorded in the minutes.

Several members asked that the letter emphasize that the building is the property of Hamilton taxpayers and if it is transferred, the Hamilton Board should receive appropriate funds for it.

Trustee Desmarais expressed his disappointment in the direction. Noting the Board has already received assurance from the E.I.C. through correspondence that the matter would be treated fairly, he offered that to respond was to glorify the letter and asked the members to defeat the motion.

Moved by Mr. Desmarais, seconded by Ms. Orban: That the entire subject be tabled. Carried.

FRENCH LANGUAGE SECTION

Presentation of Report - Mr. Desmarais

Moved by Mr. Desmarais, seconded by Ms. Patenaude: That the Report of the French Language Section be adopted.

Trustee Desmarais responded to a question whether Clause 15. should be tabled by noting it was strictly an information item and received by the French Language Section as such.

The motion was put to a vote and was Carried.

ELEMENTARY/SECONDARY

Moved by Mr. Stewart, seconded by Mr. Mulholland: That the Elementary/Secondary Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Mr. Gage: That the Elementary/Secondary Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Korz: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted.

Trustee Johnstone asked to be recorded as being opposed to Clause 1. 3. Promotions (ii) and Clause 2. (a), and, in reference to the June meeting of the Personnel and Organization Committee, contended that the process for selection of Principals/Vice-Principals was not followed.

Several trustees spoke against the change in the process as well and felt that to support these clauses would undermine the integrity of the Board.

Noting it had nothing to do with the individuals involved but the process that was followed, it was moved in amendment by Mrs. Bishop, seconded by Dr. Johnston: That the second name under "Elementary School Vice-Principal" be removed from Clause 2. (a).

In opposing the amendment, several members reasoned that there was no breach of process in that it is clearly stated the recommendations come to the Board for decision.

While noting that the process is flawed, to not support the recommendations coming out of the Personnel and Organization Committee would not make matters right.

During debate, the question was called and it was Carried.

The amendment was put to a vote and was Lost.

Offering that an interim solution had been proposed at the Committee meeting, Trustee Wall asked to be recorded as having abstained from voting at Board as she did at the Committee meeting.

Trustee Hill declared a conflict of interest on Clause 1. 6. Retirements (a) (i), stating she would neither debate nor vote on the Clause and asked that it be voted on separately.

Clause 6. (a) (i) was put to a vote and was Carried.

Trustee Johnston asked that Clause 1. 3. Promotions (a) (ii) be voted on separately and it was Carried.

Trustee Wall asked that she be recorded as having abstained from voting.

The remainder of the Report was put to a vote and was Carried.

Under New Business, Trustee Mulholland, as Co-Chair of the Local Education Improvement Committee, updated the members on the process to date.

Several members thanked Trustee Mulholland and the other members of the L.E.I.C. and asked that copies of the material provided to trustees be made available to the public and the Chairs of School Councils.

Trustee Johnston, as a Director of the Ontario Public School Boards' Association, reported on the Association's court challenge to the Government's removal of the right of trustees to raise taxes.

Trustee Wall asked that the group of elementary teachers in attendance at the meeting and their show of solidarity of support for public education be acknowledged.

GENERAL

The Chairman reminded the members that Clause 6. of the General Part of the Report of the Personnel and Organization Committee had not been dealt with pending information from Superintendent Binns.

Trustee Hill reiterated her question regarding the numbers being used to staff towards September.

Mr. Binns responded that the figure of 27,592 is being used for the staffing of elementary schools. However, in secondary, the figure used in the budget and for grant purposes is considered conservative and a slightly higher figure is being used than that for September. Mr. Binns indicated that he did not have the figure with him but that it could be put in trustees' lockers in the near future.

When Trustee Hill indicated she had expected the figure this evening, it was moved in amendment by Mr. Stewart, seconded by Mrs. Hill: That Clause 6. be referred back to the officials until the information as requested can be provided.

Noting there were meetings scheduled for Tuesday, 1997 06 24, the Chairman agreed to schedule a Special Personnel and Organization and Board meetings to deal with this information that evening.

The amendment was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mr. Stewart: That the motion regarding Georges-P.-Vanier be lifted from the table. Lost.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE FRENCH LANGUAGE SECTION FIFTH REPORT

Present: Trustees Desmarais (Chairman), Paquin and Patenaude.

Officials Present: R. C. Lavoie (Superintendent of Schools, French as a First Language), L. Veerman (Acting Senior Financial Officer and Treasurer) and M. Newman (Budget Analyst).

The French Language Section recommends:

1. That the Allocation of Revenues for 1997 under Bill 75 be received for information.
2. That the Letter from the Wellington County Roman Catholic Separate School Board dated 1997 03 27 re Purchase of Service for grades 7 and 8 be received for information.
3. That the Letter from the Catholic Children's Aid Society of Hamilton-Wentworth dated 1997 03 25 re Special Educational Needs be received for information.
4. That the Bulletin from the Ontario French Language School Boards' Association (AFCSO) dated May 1997 be received for information.
5. That the Memorandum from the Ontario French Language School Boards' Association (AFCSO) dated 1997 04 03 re Proposed changes to Bill 104 be received for information.
6. That the News Release from the Ontario French Language School Boards' Association (AFCSO) dated 1997 04 24 re AFCSO surprised by Snobelen's Remarks be received for information.
7. That the Memorandum from the Ministry of Education and Training dated 1997 04 10 re Preparation to the proposed changes in School Administration in Ontario be received for information.

8. That the Memorandum from the Ministry of Education and Training dated 1997 04 18 re 1997-1998 School Year Funding be received for information.

9. That the Letter from the Interim Committee for the French Language District Board #64 dated 1997 04 24 re Legal opinion on the Transfer of École secondaire Georges-P.-Vanier be received for information.

10. That the documents from the Interim Committee for the French Language District Board #64 re Committee Update be received for information.

11. That the News Release from the Ministry of Education and Training dated 1997 05 09 re Snobelen accepts advice to create New Northern School Boards be received for information.

12. That the Letter of Appreciation from the SOS Montfort dated 1997 04 27 be received for information.

13. That the Letter sent to the Education Improvement Commission from the Central-south School Administration dated 1997 05 12 re Representation of School Administration on the Local Committees be received for information.

14. That the Letters from the Ontario French Language School Boards' Association (AFCSO) dated 1997 05 07, Education Improvement Committee dated 1997 05 14 and the Halton Roman Catholic Separate School Board dated 1997 05 14 re Location change for École secondaire Georges-P.-Vanier students and programs be received for information.

15. That the Letter from the Hamilton-Wentworth Roman Catholic Separate School Board dated 1997 05 16 re the En bloc Transfer of École secondaire Georges-P.-Vanier be received for information.

16. That the News Release from the Ontario French Language School Boards' Association (AFCSO) dated 1997 05 22 re AFCSO welcomes with optimism and caution the New Funding Model be received for information.

17. That the Memorandum from the Ministry of Education and Training dated 1997 05 23 re Meetings with Dave Cooke and Ann Vanstone from the Education Improvement Commission be received for information.

18. That the News Release from the Ministry of Education and Training dated 1997 05 21 re Snobelen wants technical advice on the Funding Model based on student needs be received for information.

19. That the Report on the 1997-1998 School Year Calendar for Georges-P.-Vanier be approved and forwarded to the Ministry of Education and Training:

Semester I	Begins 1997 09 02; Ends 1998 01 30
Semester II	Begins 1998 02 02; Ends 1998 06 26

Professional Activity Days

1997 09 26

1998 01 29 & 30

1998 02 27

1998 05 01

1998 06 23 - 28

Note:

1997 12 22 - 1998 01 02	Christmas Break
1998 03 16 - 20	March Break

20. That the Report on the Annual Review of the Special Education Plans be approved and forwarded to the Ministry of Education and Training.

21. That the Verbal Report on the District School Board #58 be received for information.

22. That Jean Desmarais and Marie Patenaude be appointed as representatives to the Local Education Improvement Committee for the District School Board #58.

23. That the Reports of the Admission Committee be approved and Mahamat TAHAR, Mahamat-Nour HADJAR and Mahamat DJOUMA be admitted to École secondaire Georges-P.-Vanier.

Respectfully submitted

**Conference Room
Centre francophone
St-Thomas-d'Aquin
1997 06 03**

**J. DESMARAIS
Chairman**

RAPPORT DE LA SECTION DE LANGUE FRANÇAISE CINQUIÈME RAPPORT

Étaient présents : M. Jean Desmarais (président), M. Hubert Paquin (conseiller scolaire), Mme Marie Patenaude (conseillère scolaire).

Administrateurs présents : M. R. C. Lavoie (Surintendant des écoles de langue française), Mme L. Veerman (Agente principale des finances et trésorière par intérim), M. Mike Newman (Analyste des budgets).

La Section de langue française recommande :

1. que l'estimé des recettes de 1997 de la Section de langue française selon le projet de loi 75 soit reçu à titre d'information.
2. que la lettre du Conseil des écoles séparées catholiques de Wellington en date du 27 mars 1997 : Objet : Achat de services pour les élèves de 7e et 8e années soit reçue à titre d'information.
3. que la lettre de la Société catholique d'aide à l'enfance de Hamilton-Wentworth en date du 25 mars 1997 : Objet : Besoins éducatifs spéciaux soit reçue à titre d'information.
4. que le bulletin de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date de mai 1997 : Info-action soit reçu à titre d'information.
5. que la note de service de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 3 avril 1997 : Objet : Modifications proposées au projet de loi 104 soit reçue à titre d'information.
6. que le communiqué de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 24 avril 1997 : Objet : L'AFCSO s'étonne des propos de Snobelen soit reçu à titre d'information.
7. que la note de service du ministère de l'Éducation et de la Formation en date du 10 avril 1997 : Objet : La préparation aux changements proposés à la gestion des écoles en Ontario soit reçue à titre d'information.

8. que la note de service du ministère de l'Éducation et de la Formation en date du 18 avril 1997 : Objet : Financement pendant l'année scolaire 1997-1998 soit reçue à titre d'information.

9. que la lettre du Comité provisoire du conseil de district no 64 en date du 24 avril 1997 : Objet : Avis juridique pour le transfert en bloc de l'École secondaire Georges-P.-Vanier soit reçue à titre d'information.

10. que la documentation du Comité provisoire du Conseil de district no 64 en date du mois d'avril 1997 : Objet : Mise à jour des rencontres soit reçue à titre d'information.

11. que le communiqué du ministère de l'Éducation et de la Formation en date du mois de mai 1997 : Objet : Le ministre Snobelen se range à l'avis de créer de nouveaux conseils scolaires dans le nord soit reçu à titre d'information.

12. que la lettre de remerciement de SOS Montfort en date du 27 avril 1997 soit reçue à titre d'information.

13. que la lettre du Regroupement des directions du Centre-sud en date du 12 mai 1997 : Objet : Lettre envoyée à la Commission d'amélioration de l'éducation au sujet de représentation des directions d'école au sein des comités locaux soit reçue à titre d'information.

14. que les lettres de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 7 mai 1997, de la Commission d'amélioration de l'éducation en date du 14 mai 1997 et du Conseil des écoles catholiques de Halton en date du 14 mai 1997 : Objet : Déménagement de l'École secondaire Georges-P.-Vanier soient reçues à titre d'information.

15. que la lettre du Conseil des écoles séparées catholiques de Hamilton-Wentworth en date du 16 mai 1997 : Objet : Transfert en bloc de l'École secondaire Georges-P.-Vanier soit reçue à titre d'information.

16. que le communiqué de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 22 mai 1997 :
Objet : L'AFCSO accueille le nouveau modèle de financement avec optimisme et prudence soit reçu à titre d'information.

17. que la note de service du ministère de l'Éducation et de la Formation en date du 23 mai 1997 : Objet : Rencontre avec Dave Cooke et Ann Vanstone de la Commission d'amélioration de l'éducation soit reçue à titre d'information.

18. que le communiqué du ministère de l'Éducation et de la Formation en date du 21 mai 1997 : Objet : Le ministre Snobelen veut des conseils techniques sur le modèle de financement axé sur les besoins des élèves soit reçu à titre d'information.

19. que le rapport du calendrier scolaire 1997-1998 pour l'École secondaire G.-P.-Vanier soit approuvé et acheminé au ministère de l'Éducation et de la Formation.

20. que le rapport sur la Révision annuelle du plan pour l'enfance en difficulté soit approuvé et acheminé au ministère de l'Éducation et de la Formation.

21. que le rapport verbal sur la mise à jour du Conseil de district no 58 soit reçu à titre d'information.

22. que Jean Desmarais et Marie Patenaude soient nommés à titre de représentants pour le Comité local d'amélioration de l'éducation pour le Conseil du district no 58.

23. que les rapports du Comité d'admission soient approuvés et que Mahamat TAHAR, Mahamat-Nour HADJAR et Mahamat DJOUMA soient admis à l'École secondaire Georges-P.-Vanier.

Respectueusement présenté

Salle de conférence
Centre francophone
St-Thomas-d'Aquin
le 3 juin 1997

J. DESMARAIS
Président

**REPORT OF THE PROGRAM COMMITTEE
SEVENTH REPORT**

Present: Trustees Stewart (Chairman), Johnstone, Mulholland, Patenaude, Wall and Cunningham.

Also Present: Trustees Hicks, Hill, Johnston and Orban.

Officials Present: P. Gillie (Superintendent - Administrative and Operational Services and Secretary Pro Tem), E. Bond (Superintendent of Program) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. (a) That the Second Annual Report (1997 06 05): Issues Facing Female Athletes in Hamilton High Schools be received for information.

(b) That the officials present a report on the feasibility of an event to recognize coaches in our elementary and secondary schools, both staff and volunteers.

2. That the status report on the implementation of the Common Curriculum be received for information and the following recommendations approved:

(a) Recommendation re: 1997-98 Progress Reports (Grades 1-8). If the Ministry of Education and Training mandates, recommends or makes available a variety of province-wide reports, the Hamilton Board of Education shall adopt for all schools the alternative that allows the inclusion of "Reporting Statements" or "Strands" at each grade level. If there is no province-wide report available, the current Hamilton outcome-based report be expanded to include "Reporting Statements" for all areas of study for grades 1-8 and be used in all schools.

(b) Recommendation re: Reporting Schedule for 1997-98 (Grades 1-8). That the following reporting schedule be used in all schools:

November: Interim anecdotal report sent to all parents indicating the student's strengths, weaknesses and action plans to address areas of concern.

January: Formal anecdotal report sent to all parents of students who are continuing to have difficulty meeting grade level expectations.

June: Formal outcome-based report to all parents.

(c) Recommendation re: Implementation of the Elementary Student Achievement Profile. That the ESAP software be available to all schools immediately, in-service programs and services be continued and all schools be encouraged to use ESAP to track student performance on all learning outcomes as soon as possible. ESAP shall be used in all elementary schools to produce all grades 1-8 student progress reports by January 1999.

3. That the Implementation Status of Recommendations 1, 2, 5 and 7 of the 1993 08 26 Retention Action Team Report be deferred to the September 1997 meeting of the Program Committee.

4. That the Demonstration and Presentation of the (Internet) Home Page for the Hamilton Board be received for information.

5. That the names of the texts and learning materials as listed be approved for use in elementary and secondary schools and be added to the existing list of texts and learning materials previously approved by the Board of Education for the City of Hamilton.

6. That the Annual Report on the Environmental Policy, as amended, be received for information, including the following:

(a) The environment thrusts this past year through the leadership of the Team Leader of Student Services and Community Linkage have been:

(i) To develop the Watershed Interpretive Centre (W.I.C.) at Elizabeth Bagshaw and to partner with appropriate other agencies. This has been a priority. The Centre has been operative and in its initial stages of development since October 1996. It has been made available to schools for approximately two days per week (Appendix I).

(ii) Ongoing partnership with the Bay Area Restoration Council (B.A.R.C.) has resulted in the concept of developing a "Mini H.H.R.A.P." (Hamilton Harbour Remedial Action Plan) called "Watershed Works". This is partially complete and is intended to be an incentive program for schools to become involved with local programs which emphasize sustainable development.

(iii) Discussions are in the initial stage with the Children's Groundwater Institute and sponsors (Appendix 2). Their mandate is to raise awareness around water conservation. They undertake the organization of Water Festivals for various Boards of Education.

(iv) Discussions are in the initial stages with Destination Conservation and sponsors as part of the Partnership with Tesco Energy Services (Appendix 3). The emphasis being placed on the conservation of water, energy and waste reduction.

(v) To facilitate school access to the outdoor education facilities adjacent to G. R. Allan School, Dave Brown has volunteered at least two days per week since the Fall of 1996.

(vi) To liaise with local outdoor education/environmental education service providers so that our students and schools have the chance to purchase the opportunity to expand their experiential education options (Appendix 4).

(vii) To oversee the development of a unique summer camp, "Sci-Phy Quest" (Appendix 5). This camp will be offered at the Watershed Interpretive Centre and G. R. Allan School in weekly sessions, up to a maximum of 6 sessions. Schools will be invited to nominate up to 2 worthy students from Grade 4, 5 or 6, and to help procure sponsorship for these candidates. Community Service Clubs will also be approached to sponsor the project. This will, hopefully, become an annual event which may also serve to assist students meet the required learning outcomes in different subject areas.

To liaise with the Site Administrator at Crook's Hollow Centre in order to offer a variety of environment/outdoor education options (Appendix 6). This Site Administrator position, thanks to Trustees, was made a permanent 10 month O.C.T.U. appointment as of February 1997.

(viii) To report to the Bay Area Restoration Council (B.A.R.C.) Monitoring Committee, as a stakeholder of the H.H.R.A.P., and to contribute to "Toward Safe Harbours" 1996 Implementation Update.

(ix) To provide the opportunity for students/schools to fund raise through participation in the 7th Annual Walk for the Environment, which is sponsored by The Bay Area Restoration Council.

(b) That the Sci-Phy Quest '97 Camp be approved as a pilot, at no further cost to the Board beyond the proposed cost of the co-op student of \$312.50 per week, and that an evaluation be brought back to the Program Committee by October, 1997.

ELEMENTARY/SECONDARY

1. That the System Summary of Grade 5 and 8 Students' Results of the Canadian Achievement Tests (Second Edition), 1996-97 be received for information.

2. That the following Report of the Special Education Advisory Committee be approved:

(a) That the 14th Annual Review of Provision of Special Education Programs and Services as amended, be approved for submission to the Minister of Education and Training.

(b) That recognition of the continuum and range of placements, which include special classes, be included in future years in the Annual Review of the Provision of Special Education Programs and Services.

Respectfully submitted

Board Room
1997 06 05

R. STEWART
Chairman

**REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE
SEVENTH REPORT**

Present: Trustees Hill (Chairman), Demarais, Gage, MacDonald, and Rogers.

Also Present: Trustees Bishop, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative & Operational Services), F. Cooke (Interim Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the Report on the 1995 Pilot on the Acquisition of Boilers through a Limited Energy Performance Contract be received for information.
2. That the Annual Report of the System Safe Schools Committee be received for information.
3. That the Report re Interim Financial Status Report - 1997 05 15 be received for information.
4. That the correspondence from the Toronto Board of Education re: "The Essential School - A Model for Public Education in Ontario" (referred at the 1997 05 15 Board) be referred to the officials.

5. That the following Report of the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee be approved:

a) That the Accommodation/Consolidation of Schools/Magnet Schools/Secondary School Reform Committee explore the provision of bus passes for senior level students who would be travelling between schools for program purposes.

6. That the following Report of the Special Education Advisory Committee be approved:

Whereas the Ontario Government will shortly be presenting a new model for the funding of education in Ontario and there have been numerous suggestions that there will be a return to a medical model for funding exceptional pupils and that such medical model is totally inappropriate in an educational setting, It is recommended:

(a) That the Special Education Advisory Committee of the Hamilton Board of Education request the Hamilton Board to endorse and forward the following motion to the Minister of Education and Training:

(i) That the only way to confirm the commitment of the Ministry of Education and Training to all exceptionalities, as defined in the Education Act, Section 8(3), is to ensure that funding is provided for all exceptional pupils which will make it possible for each Board to provide a range of placement options for each exceptionality.

7. That the Report re Sale of 220 Dundurn Street South (Warehouse) be received for information and the following recommendation approved:

(a) That the offer from Alexander Street Lofts Development Corporation Inc. in the amount of \$400,000 for the purchase of the building and site located at 200 Dundurn Street South, part of Park Lots 11 and 12, Allan MacNab Survey, AKA Plan 1434 in the City of Hamilton, be accepted subject to approval or exemption based on guidelines of the Fewer School Boards Act 1997 (Bill 104) and the funds realized from the sale be placed in Capital Reserves.

8. That the report on Transportation be received for information and the following recommendations approved:

(a) That the Board of Education for the City of Hamilton endorse a contract extension with Laidlaw Transit for the provision of large yellow buses and the applicable management services for a term not to exceed June 30, 1998 subject to the approval or exemption from the Education Improvement Commission.

(b) That the Board of Education for the City of Hamilton engage the services of BMT2000 to assist in the implementation of route optimizations, selection of vehicle type, optimization of vehicle capacity and vehicle rate negotiations pertaining only to the transportation of the Board's special needs students.

(c) That a transportation progress report be presented to the Board prior to the end of 1997.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education and Secretary be approved:

(i) Barton, Grades 10 to OAS (Camping Trip, Algonquin Park, Ont., 1997 09 18 to 20 (Thursday to Saturday)

(ii) Sherwood, Grades 10 to OAC (Camping Trip, Algonquin Park, Ont.), 1997 09 18 to 21 (Thursday to Saturday)

(iii) Westdale, Grades 10 to OAC (Basketball Tournament, London, Ont.), 1997 09 26 to 27 (Friday to Saturday)

(iv) Westdale, Grades 10 to OAC (Basketball Tournament, Waterloo, Ont.), 1997 10 17 to 18 (Friday to Saturday)

Respectfully submitted

Board Room
1997 06 10

S. HILL
Chairman

**REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
SEVENTH REPORT**

Present: Trustees Darby (Chairman), Hicks, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the Report re Appointment of Interim Financial Officer be received for information and the following recommendations approved:

a) That the Interim Director and Senior Financial Officer and Treasurer further investigate the role of Interim Financial Officer and Treasurer being carried out on an interim basis by the current Comptroller of the Wentworth County Board of Education.

b) That the Interim Director and Senior Financial Officer and Treasurer bring to the August, 1997 Special Meeting of the Personnel and Organization Committee a report which outlines the details of the sharing of the financial administration plan.

2. That the verbal Update - Project Team Leader - Special Education be received for information.

3. That the following recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS**

(a) That R. John McKnight (S), be appointed to the term position of Project Team Leader, Numeracy and Problem Solving, effective 1997 09 01 to 1998 08 31 (subject to renewal) with salary according to the salary schedule.

Replacement

4. **INTERNAL APPOINTMENTS**

(a) That Carol Campanella (E) be appointed to the term position of Project Team Leader, Special Education, effective 1997 09 01 to 1997 12 31, with salary according to the salary schedule.

Replacement

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS**

(a) (i) That the resignation of Thomas Vassallo (Caretaking & Maintenance Staff) for the purpose of retirement, effective 1997 06 30, be accepted with regret and that the Board's gratuity be paid.

(ii) That the resignation of Marie Lohnes (Caretaking & Maintenance Staff) for the purpose of retirement, effective 1997 05 03, be accepted with regret.

7. **LEAVING EMPLOYMENT**- Nil

8. **LEAVES**

Leave of Absence

(a) That the request of Joyce Ferguson, Payroll Supervisor (Administrative Staff), for a Leave of Absence, effective 1997 05 26 to 1998 01 23, be granted.

Return from Leave of Absence - Nil

9. OTHERS - Nil

4. That the Annual Report - Occupational Health and Safety be received for information.

5. That the Annual Report - Race Relations and Ethnocultural Equity Policy be received for information and future reports be presented not on an annual basis but as required.

Clause 6. referred back to Officials at Board

6. That the Staffing Report - Full Time Equivalent Positions as of 1997 05 31 be received for information.

7. That the Report on Supply Teacher Usage as of 1997 04 30 be received for information.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Andrea Farr (E), 1997 06 16

Margaret Youmans (S), 1996 09 01 (.16)

Replacements

2. PERMANENT STAFF APPOINTMENTS - Nil**3. PROMOTIONS**

(a) (i) That Kenneth Griffin (E), Elementary School Vice-Principal, be appointed to the position of Acting Principal of an Elementary School, effective 1997 09 01, with salary according to the salary schedule.

Replacement

(ii) That the following teachers be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 09 01, with salary according to the salary schedule:

Gordon Cook (E)

Barbara Francis (E)

Replacements

(iii) That Richard Hart (S) be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1997 09 01, with salary according to the salary schedule.

Replacement

(iv) That Lynn Howarth-McCue (E) be appointed to the term position of Project Team Leader, Early Childhood Education, effective 1997 09 01 to 1998 08 31 (subject to renewal), with salary according to the salary schedule.

Replacement

(v) That Roberta Pentland (S) be appointed to the position of Acting Alternative School Program Leader (Secondary), effective 1997 09 01, with salary according to the salary schedule.

Replacement

(vi) That the following teachers be appointed to the positions stated, on an Acting basis, effective 1997 09 01, with salary according to the salary schedule:

Tracey Austin (S), Assistant Head of Department (English)

Edward Aylan-Parker (S), Assistant Head of Department (Guidance)

Wanda Bielak Montemurro (S), Head of Department (History)

James Braun (S), Head of Department (Science)

William Campure (S), Assistant Head of Department (Science)

Carrie Collins (S), Head of Department (English)

Bruce Cooke (S), Assistant Head of Department (English)

Silvia D'Agruma (S), Head of Department (Visual Arts)

Randall Gallant (S), Head of Department (Male Physical and Health Education)

Cherie Gates (S), Acting Head of Department (Mathematics)

Brian Greig (S), Assistant Head of Department (Business Education)

Kenneth Hayashi (S), Head of Department (Guidance)

Frank Huskins (S), Head of Department (History)
Janice Kovar (S), Head of Department (Visual Arts)
Victoria Kudrenski (S), Assistant Head of Department (Mathematics)
Mary McGugan Lane (S), Head of Department (Vocational)
Reece Morgan (S), Assistant Head of Department (Technological Studies)
Patricia Ormerod (S), Assistant Head of Department (Business Education)
Allan Ridley (S), Assistant Head of Department (Technological Studies)
Victor Riman (S), Head of Department (Guidance)
Kristine Stasiulis (S), Head of Department (Business Education)
Glenn Stewart (S), Head of Department (History)
Michelle Visca (S), Head of Department (Business Education)
Paul Vukosa (S), Assistant Head of Department (Technological Studies)
Evelyn Wilkie (S), Head of Department (History)
Margaret Young (S), Head of Department (English)
Replacements

4. INTERNAL APPOINTMENTS

(a) That Katharine Yantzi (E) be appointed to the term position of Special Education Consultant, effective 1997 09 01 to 1997 12 31, with salary according to the salary schedule.

Replacement

5. TIMETABLE CHANGES

(b) That the timetable of Leslie Walberg-Hegan, School Social Worker (Professional Student Services Personnel) be increased from .5 to .8, effective 1997 05 26.

6. RETIREMENTS

(a) (i) That the resignation of Christine McCulloch, Secondary School Vice-Principal, for the purpose of retirement, effective 1997 04 04, be accepted with regret and that the Board's gratuity be paid.

(ii) That the resignation of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret.

Marjorie Cooke (E), 1997 06 30

Barbara Tweedie (E), 1997 07 31

(iii) That the effective date of the resignation for the purpose of retirement of Joyce Johnston (E), approved at a previous meeting, be changed to 1997 09 30.

(iv) That the retirement request of Ellen Collington (E), approved at a previous meeting be rescinded.

7. LEAVING EMPLOYMENT

(a) That the date of 1997 08 31, for the following staff to leave the employment of the Board be approved:

Brian Bradley (S)

William Lipsett (S)

Barbara A. K. McIlveen (S)

Beata Vertes (S)

(b) That the following staff leave the employ of the Board, effective as shown:

Anne Chaffee, Probationary Psychoeducational Consultant
(Professional Student Services Personnel),
1997 06 30

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Alayne Allan (E), 1997 09 29 to 1998 04 03

Margaret Corr (E), 1997 06 23 to 1998 02 20

Brenda Csordas (S), 1997 07 01 to 1998 01 28

Sandra Dowhan-Santinon (E), 1997 09 15 to 1998 03 20

Susan Dunlop (E), 1997 09 01 to 1998 08 31

Lorraine Finlayson (E), 1997 07 14 to 1998 01 02

Cynthia Grau (E), 1997 09 22 to 1998 01 16

Shirley Gunby (E), 1997 05 30

Anna Gusenbauer (E), 1997 09 01 to 1997 12 31

Lois Haslett (E), 1997 09 01 to 1998 08 31

Gary Hewitt (E), 1997 09 01 to 1998 08 31
Maria Marazia-Rosati (E), 1997 09 01 to 1997 12 31
Lisa May (S), 1997 09 29 to 1998 04 04
Mary McDiarmid Campbell (E), 1997 08 25 to 1998 02 27
Cynthia Philip (E), 1997 07 24 to 1997 11 21
Cheryl Rowatt (S), 1997 09 22 to 1998 04 10
Fiona Valiquette (E), 1997 07 29 to 1998 03 30
Anne-Marie Wilson (S), 1997 09 01 to 1998 08 31

(b) (i) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Stacey Avery-Raposo, Educational Assistant (Educational and Lunchroom Assistant Staff), 1997 06 02 to 1997 12 05
Deborah Turner (Secretary, Clerical and Technical Staff), 1997 05 06 to 2001 01 06

Leave of Absence - Date Change

(a) That dates of the Leave of Absence granted to Mary Elliott (E) at a previous meeting, be changed to 1997 04 28 to 1997 10 31.

Leave of Absence - "Four Over Five"

(a) That the requests of the following teachers for Leaves of Absence under the Salary Holdback Plan ("Four Over Five") according to the Collective Agreement, effective as shown, be granted:

Wendy Cole Ferroni (S), 1999-2000 school year [2nd semester]
Dusan Ivancevic (S), 2000-2001 school year
Anne North (E), 2000-2001 school year
Carol Oliver (E), 2001-2002 school year
Carol Palombella (E), 2001-2002 school year
Kim Peake (E), 2001-2002 school year

(b) That the request of John Kirkland (S) for a Leave of Absence under the Salary Holdback Plan ("Four Over Five") according to the Collective Agreement be amended to read "from September, 1998 to August 31, 1999".

(c) That the Leaves of Absence under the Salary Holdback Plan ("Four Over Five") according to the Collective Agreement, granted to the following teachers at previous meetings, effective as shown, be rescinded:

Anna Gusenbauer (E), 1997-98 school year

Rick Hart (S), 1997-1998 [1st semester]

Mary Rinas-Smyth

Leave Extension

(a) That the requests of the following teachers for an extension of their Leave of Absence, effective as shown, be granted:

Janis Colohan (E), 1997 09 01

Charlene Durritt (E), 1997 09 01

Marina Intson (E), 1997 09 01 to 1997 12 31

Patti McMaster (E), 1997 09 01 to 1998 08 31

Joyce Whittle (E), 1997 09 01 to 1998 08 31

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Mary Legacy (S), 1997 05 01

Katherine M. Preston (E), 1997 06 16

Lynsey Sober (S), 1997 05 19

Patricia Taylor (E), 1997 09 01

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Lynn H. Hicks, (Speech/Language Pathologist, Professional Student Services Personnel), 1997 09 01 (.6)

Daniel Horne, (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 05 26

Dianne Kunz, (Educational Assistant and Lunchroom Assistant Staff), 1997 06 03 (.5)

9. OTHERS - Nil

2. That the Report re Elementary and Secondary School Vice-Principal Candidates Eligible for Promotion be received for information and the following recommendation approved:

(a) That the Elementary and Secondary Vice-Principal list be approved and that this list become the Approved for Promotion List:

Elementary School Vice-Principal

Gordon Cook

Barbara Francis

Secondary School Vice-Principal

Lesley Fraser

Richard Hart

John Whitwell

3. That the following Report of the Principal/Vice--Principal Promotion Process Review Committee be referred back to the officials for further review:

(a) That the changes and refinements to the promotion process, as recommended by the Principal/Vice-Principal Promotion Process Review Committee in Appendix D, be received for information.

(b) That the Principal/Vice-Principal process continue to be monitored and updated by the Principal/Vice-Principal Promotion Process Review Committee, and that annual reports be made to the Personnel and Organization Committee.

(c) That the membership changes to the present Selection Committee from Director or Designate, Superintendent of Schools, two principals (one from each panel), one Trustee, and one parent, to, two Trustees, two community representatives (Home and School and School Council) and two principals (one from each panel) be approved.

Respectfully submitted

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 06 24

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustee Patenaude.

The Board met in-camera prior to the public session and the following action was taken:

GENERAL**Student Expulsion Hearing**

The Chairman stated the purpose of this hearing was to consider a recommendation for the expulsion of a student within our system.

For the record, the Chairman announced the following people in attendance: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Hicks, Johnston, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall; Superintendents of Schools Quinn and Cooke; the Principal of the school where the student attended; Interim Director of Education and Secretary, M. Matier; and R. Teodoro as the recording secretary. Also present were the parent of the student and a representative from the Children's Aid Society of Hamilton-Wentworth.

Superintendent Cooke reviewed the report from administration which detailed the Board's current Expulsion Policy, the incident and the investigation and process followed by the Superintendent and the Principal. In reviewing the reasons for making the recommendation to expel, Superintendent Cooke confirmed that all requirements under Section 23(3) of the Education Act and the Board's Zero Tolerance to Violence and Expulsion policies had been met. The recommendation for expulsion was then read.

The parent was given an opportunity to speak to the recommendation.

The Chairman invited questions from the members for clarification.

As there were no further questions for clarification, the Chairman asked that the record show the following people left the Board Room and returned to their waiting room: Messrs. Matier, Quinn, Cooke, the Principal of the school where the student attended, the parent and the representative from the Children's Aid Society of Hamilton-Wentworth.

Moved by Ms. Orban, seconded by Canon Rogers: That the student be expelled from the Board of Education for the City of Hamilton effective 1997 05 23.

The Chairman asked that the record show the following people returned to the Board Room: Messrs. Matier, Quinn, Cooke, the Principal of the school where the student attended and the parent.

The Chairman announced that after hearing all the evidence and giving it careful consideration, the following motion was adopted:

That the student be expelled from the Board of Education for the City of Hamilton effective 1997 05 23.

The in-camera session recessed to permit the re-convening of the Special Meeting of the Personnel and Organization Committee.

The public meeting of the Board convened and the following action was taken.

Report of the Special Meeting of the Personnel and Organization Committee

Moved by Mr. Darby, seconded by Mr. Stewart: (a) That the General Part of the Report of the Special Meeting of the Personnel and Organization Committee be adopted.

(b) That Clause 6. of the Seventh Report of the Personnel and Organization Committee, as follows, be adopted:

6. That the Staffing Report - Full Time Equivalent Positions as of 1997 05 31 be received for information. Carried

The public session recessed to allow the convening of the Special Meeting of the Operations and Finance Committee.

When the public session resumed, the following action was taken:

Report of the Special Meeting of the Operations and Finance Committee

Moved by Mr. Gage, seconded by Ms. Orban: That the General Part of the Report of the Special Meeting of the Operations and Finance Committee be adopted. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Interim Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Committee recommends:

GENERAL

1. That the Report re Enrolment Summary - Secondary be received for information.

Respectfully submitted

**Board Room
1997 06 24**

**G. DARBY
Chairman**

**REPORT OF THE SPECIAL MEETING OF THE
OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services).

The Committee recommends:

GENERAL

1. That the Report re Proposal to Investigate and Plan to Incorporate Continuing Education for the City of Hamilton be received for information and the following recommendation approved:

a) That the Board support development of a business plan for the creation of an arms length corporation and that a report be brought back to the Board for approval by September, 1997.

2. That the Report re Sale of Site - Onteora School be received for information and the following recommendation approved:

(a) That the offer from Helm Industries Inc. to purchase Onteora School - Site and Buildings Part of Lots 63 and 124, All of Lots 125 to 130 inclusive, Lots 61 and 62, Plan 572; Part of Lot 12, Concession 4, Township of Barton (Save and Except Parts 20 and 42), Reference plan 62R-1628 located at 243 Fennell Avenue East in the City of Hamilton, in the amount of \$451,000 be accepted subject to approval or exemption from the Education Improvement Commission and that the funds realized from the sale be placed in Capital Reserves.

Respectfully submitted

**Board Room
1997 06 24**

**S. HILL
Chairman**

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Center
1997 06 26

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Gage, Hicks, Hill, Johnston, Korz, Lowe, MacDonald, Mulholland, Orban, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Johnstone, Paquin, Patenaude, Desmarais and Darby.

GENERAL

Report on Staff Responses to questions regarding the recruitment of foreign students

The Chairman called the meeting to order at 18:50 hours and announced the meeting would recess to permit the members to meet in Caucus.

At 20:10 hours the Board meeting reconvened.

Moved by Mr. Mulholland, seconded by Mrs. Wall: (a) That the Board continue the current level of recruitment of foreign student activities with modifications recommended as a result of the current investigation.

(b) That the Board establish a Visa Students Steering Committee with representation as determined by the Board. A proposal re Visa Students could be developed by this Committee, considering recommendations from the current investigation for presentation to the Board for approval.

Trustee Korz called the question. At Trustee Mulholland's request, the question was put to a recorded vote and was Lost. Those in favour: Trustees Lowe, Korz, Orban, Stewart and Cunningham; those opposed: Trustees Mulholland, Bishop, Gage, Johnston, MacDonald, Rogers, Hicks, Wall and Hill.

As mover of the motion, Trustee Mulholland offered that minor mistakes of the past should be put behind and a direction set that will permit the Board to generate revenue by recruiting visa students in concert with the rules and regulations under the Education Act.

Several trustees spoke to the issue, noting the initiative of the previous Director to look for a proactive and entrepreneurial direction to deal with the Board's finances and some of the inadvertent errors that were made in administering the project. While the benefits of the recruiting students are many and staff at the schools have expressed concern that the initiative may be terminated, caution was urged in view of the questions around the finances involved (fees that can be charged) and other factors that have evolved (recruiting agents acting on behalf of the Board).

Moved in amendment by Mrs. Hill, seconded by Mr. Stewart: That the motion be tabled.

The amendment was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Gage, Johnston, Lowe, Korz, Orban, Hicks, Hill, Stewart and Cunningham; those opposed: Trustees Mulholland, MacDonald, Rogers and Wall.

Moved by Mr. Gage, seconded by Mrs. Hill: That the recruiting of Visa Students be discontinued and all existing contracts and letters of authorization for recruiting students be cancelled effective 1997 06 26.

Members in support of the motion suggested the recruitment of visa students was revenue negative, pointed to the fact that the best intentions in this recruitment were without Board approval or knowledge and outlined some of the procedures that have become problematic.

Moved in amendment by Dr. Johnston, seconded by Ms. MacDonald: That the motion be tabled.

Trustee Hill requested that all motions this evening be by recorded vote.

The amendment was put to a recorded vote and was Lost. Those in favour: Trustees Mulholland, MacDonald, Johnston and Wall; those opposed: Trustees Bishop, Gage, Rogers, Lowe, Korz, Orban, Hicks, Hill, Stewart and Cunningham.

The movers of the motion accepted a friendly amendment to change the date to 1997 06 27.

Recognizing that there are time zone complications with the date in the motion, the Chairman ruled the intent is as of the end of the Board's business day. Trustee Gage asked that notice of this motion be forwarded immediately to all agents the Board contracted.

The motion, as follows, was put to a vote and was Carried. Those in favour: Trustees Bishop, Gage, Rogers, Lowe, Korz, Orban, Hicks, Hill, Stewart and Cunningham; those opposed: Trustees Mulholland, MacDonald and Wall. Abstentions: Trustee Johnston.

That the recruiting of Visa Students be discontinued and all existing contracts and letters of authorization for recruiting students be cancelled effective 1997 06 27.

Moved by Dr. Johnston, seconded by Mr. Stewart: That, effective 1997 06 26, fees charged to Visa Students be according to those calculated by the Finance Department in accordance with the Regulations established by the Ministry of Education and Training for students who are non-resident of Ontario and that refunds be paid to those students who have paid in advance for any sum in excess of the fees calculated according to the Regulations.

The movers agreed to a friendly amendment to re-word the latter part to: "that monies received by this Board in excess of the fees calculated according to the regulations be refunded to those students who have paid in excess of the calculated fees."

Moved in amendment by Mrs. Wall, seconded by Ms. MacDonald: That the motion be tabled.

The amendment was put to a recorded vote and was Lost. Those in favour: Trustees Mulholland, MacDonald and Wall; those opposed: Trustees Bishop, Gage, Johnston, Rogers, Lowe, Korz, Orban, Hicks, Hill, Stewart and Cunningham.

The Chairman read the motion on the floor: (a) That, effective 1997 06 26, fees charged to Visa Students be according to those calculated by the Finance Department in accordance with the Regulations established by the Ministry of Education and Training for students who are non-resident of Ontario and (b) that monies received by this Board in excess of the fees calculated according to the regulations be refunded to those students who have paid in excess of the calculated fees.

Debate focused on how far back the motion reaches, i.e. would all records for the past 15 years need to be reviewed for refunds.

Mrs. Veerman offered that it is possible that there have been some students who have been charged more than the cost of operating. While believing this would have only been since 1995, she agreed to review 4-5 years previous to that.

Moved in amendment by Mr. Hicks, seconded by Ms. Orban: That Clause (b), as follows, be referred to the Officials for further information relative to retroactivity.

(b) that monies received by this Board in excess of the fees calculated according to the regulations be refunded to those students who have paid in excess of the calculated fees.

Mr. Matier responded to a question that it would have been a difficult and complex process to get the fees back if students paid the fees willingly to the recruiting agents.

The Chairman clarified that the motion on the floor is specific to the fee paid to the Board and not those paid to an agent.

The amendment was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Gage, Johnston, Rogers, Lowe, Korz, Orban, Hicks, Hill and Cunningham. Those opposed: Trustees Mulholland, Wall and Stewart.

Clause (a) was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Gage, Johnston, Rogers, Lowe, Korz, Orban, Hicks, Hill, Stewart and Cunningham. Those opposed: Trustees Mulholland and Wall.

Moved by Mr. Korz, seconded by Ms. Orban: That the Board auditors be engaged to conduct an audit relative to the recruitment of Visa Students and report their recommendations to the Board no later than September, 1997.

It was clarified that an audit would assist in determining the true cost of having visa students - fees paid to agents, fees legally applied for incidental costs as well as costs of recruitment trips, the time and effort of staff involved, etc.

Moved in amendment by Mr. Mulholland, seconded by Mrs. Wall: That the motion be tabled.

The amendment was put to a recorded vote and was Lost. Those in favour: Trustees Mulholland, MacDonald and Wall; those opposed: Trustees Bishop, Gage, Johnston, Rogers, Lowe, Korz, Orban, Hicks, Hill, Stewart and Cunningham.

Moved in amendment by Mrs. Wall, seconded by Mr. Mulholland: That information be sought from our Finance Department for any matters that trustees feel they would like to have specifically addressed above and beyond the financial information given to us in this package.

The Chairman stated the amendment changed the intent of the motion and ruled it out of order.

The motion was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Gage, Johnston, Rogers, Lowe, Korz, Orban, Hicks, Hill, Stewart and Cunningham; those opposed: Trustees Mulholland and Wall. Abstentions: Trustee MacDonald.

Moved by Mr. Korz: That the meeting adjourn.

Moved by Mr. Mulholland: That the motion tabled earlier in the meeting be lifted from the table.

The Chairman ruled the motion to adjourn took precedence.

The motion to adjourn was put to a recorded vote and was Carried. Those in favour: Trustees Johnston, Rogers, Lowe, Korz, Orban, Hill, Stewart and Cunningham; those opposed: Trustees Mulholland, Bishop, Gage, MacDonald, Hicks and Wall.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 07 03

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Lowe, MacDonald, Mulholland, Orban, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources) and P. Gillie (Superintendent - Administrative and Operational Services).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Johnstone, Korz, Paquin and Patenaude.

GENERAL

Report of the Special Meeting of the Operations and Finance Committee

Moved by Mrs. Hill, seconded by Mr. Gage: That the General Part of the Report of the Special Meeting of the Operations and Finance Committee be adopted.

At this point, Trustee Hill expressed her appreciation for Ms. Gillie's efforts with the Board's Energy program.

Noting his concerns with Clauses 1(b) and 1(d), Trustee Darby requested that the clauses be voted on separately.

Responding to the members' concerns, Ms. Gillie agreed to send a letter to the members of the Energy Committee inviting them to be involved in the in-depth review of the contract with Tesco Energy Services Inc.

The Chairman suggested the two trustee representatives on the Energy Committee may wish to be present when the contract is signed on behalf of the Board.

Replying to a request, Ms. Gillie outlined the activities through the Accommodation Committee and subsequent reporting relative to the Board's Energy program.

Ms. Gillie assured the members that a thorough review is ongoing relative to the legal aspect of the contract with Tesco.

Clause 1(a) was put to a vote and was Carried.

Clause 1(b) was put to a vote and was Carried.

Clause 1(c) was put to a vote and was Carried.

Clause 1(d) was put to a vote and was Carried.

Information from the Officials as per Board motion adopted 1997 06 26 (recruiting of foreign students)

The Chairman drew attention to the information sheet distributed at the meeting.

Moved by Mr. Gage, seconded by Ms. MacDonald: That the Report on Tuition Fees Received From Students on Visas be received for information.

When concerns surfaced on a recent article in the Spectator which provided misleading information about the Board's Visa Student program, Mr. Matier clarified that the Board was not consulted prior to the publication of this article.

Trustee Stewart suggested the Chairman of the Board should write the Spectator to clarify the issue.

Although the Ministry of Education and Training has not released an official statement to school boards regarding tuition fees for Visa students, Mr. Matier affirmed that the fee of \$6,810 per student has already been established by regulations.

At this point, Ms. Polidori, Manager - Financial Services, reviewed the Report and then responded to the members' questions.

Trustee Stewart suggested the Board correspond with the Ministry to clarify the calculation of tuition fees, particularly whether school boards are permitted to charge more than the \$6,810 fee as set by the regulations.

Ms. Polidori clarified for Trustee MacDonald that in calculating the current cost of operations in terms of the Visa Student program, staff takes into account all expenses incurred by the Board for the year minus debt charges, transportation and other miscellaneous expenses and divide this by the enrolment figure.

Ms. Veerman noted that there is a formula from the Ministry which guides Ontario school boards in calculating tuition fees. She indicated further that the impact of the budget and rate of expenditures are key factors in the calculation.

Trustee MacDonald said she would like to see all pertinent figures broken down and clarified this could assist in the audit of the Board's Visa student recruitment.

Responding to a question, Ms. Polidori indicated that if the agent's fee is not factored into the calculation, the Board may have to refund a total amount of \$203,320 (including Summer School program) to those students who have paid in excess of the calculated fees. It was further indicated that there was no specific direction from the Ministry regarding the agent's fee.

Trustee Gage requested that the audit include the other vital costs, e.g. time spent by staff in this program, trip costs (e.g. China trips), etc.

The Chairman ruled Trustee Hill out of order when she alluded to an "arms length" corporation started at Carleton Board of Education.

Similar to her request at a previous meeting on the Visa student issue, Trustee Hill requested that all motions this evening be by recorded vote.

The motion was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, Johnston, MacDonald, Rogers, Lowe, Orban, Hicks, Wall, Desmarais, Darby, Hill, Stewart and Cunningham.

Moved by Mr. Stewart; seconded by Ms. Orban: That the Director and Chairman of the Board send a letter to the Ministry of Education and Training to inquire if the Hamilton Board of Education is allowed to charge in excess of \$6,810.00 (as calculated by the regulations) for non-resident tuition fees received from students on Visas.

When Trustee Wall voiced her expectation of an extensive message to the Ministry on the issue, the Chairman clarified her understanding that the letter would seek clarification on the Visa student tuition fee, i.e. whether the Board could charge over and above the set fee of \$6,810.

Trustee Johnston felt it would be beneficial to await the results of the audit to enable the Board to provide in-depth information and rationale for charging more than the set tuition fees.

Moved in amendment by Dr. Johnston, seconded by Ms. MacDonald: That the following phrase be incorporated into the motion: "based in part on the documentation elicited from the audit".

Mr. Matier clarified for Trustee Hill that, other than the Carleton Board of Education, he was not aware of other boards adopting the "arms length" corporation. Under this concept, a school board would charge a fee and the corporation could charge an additional fee.

The amendment was put to a recorded vote and was Lost. Those opposed: Trustees Bishop, Gage, Rogers, Lowe, Orban, Hicks, Wall, Desmarais, Darby, Hill, Stewart and Cunningham; those in favour: Trustees Mulholland, Johnston and MacDonald.

The motion was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, Rogers, Lowe, Orban, Hicks, Wall, Desmarais, Darby, Hill, Stewart and Cunningham; those opposed: Trustees Johnston and MacDonald.

Responding to Trustee Stewart's request, the Chairman agreed to provide the members with a copy of the letter to the Ministry.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**REPORT OF THE SPECIAL MEETING
OF THE OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services) and R. Binns (Superintendent of Human Resources).

The Committee recommends:

GENERAL

1. That the Energy and Water Reduction Program - Update be received for information and the following recommendations approved:

(a) That the members of the Energy Committee continue as a Steering Committee.

(b) That The Board of Education for the City of Hamilton enter into a three-year term bank loan with the Canadian Imperial Bank of Commerce for the financing of the energy performance contract entered into with Honeywell Limited, subject to approval or exemption based on guidelines of Bill 104.

(c) That The Board of Education for the City of Hamilton finance the costs of the Energy and Water Reduction Program undertaken with Tesco Energy Services Inc. during its construction period through the use of the credit line.

(d) That the Energy Performance Contract with Tesco Energy Services Inc. be signed and sealed when it is completed.

Respectfully submitted

Board Room
1997 07 03

S. HILL
Chairman

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 08 26

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnstone, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Johnston, Korz and Patenaude.

GENERAL

Moved by Mr. Darby, seconded by Mr. Mulholland: That the General Part of the Report of the Special Meeting of the Personnel and Organization Committee be adopted. Carried.

FRENCH LANGUAGE SECTION

Moved by Mr. Desmarais, seconded by Mr. Paquin: That the Report of the Special Meeting of the French Language Section be adopted.

Trustee Desmarais affirmed that staffing was based on the approved budget for the French Language Section.

The motion was put to a vote and was Carried.

ELEMENTARY/SECONDARY

Moved by Mr. Darby, seconded by Mrs. Wall: That the Elementary/Secondary Part of the Report of the Special Meeting of the Personnel and Organization Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Stewart: That the Board meet in-camera. Carried.

The Board then met in-camera. The members agreed that the item under consideration should be considered at a public meeting whereupon the public session re-convened.

GENERAL

Report of the Salary Committee

Moved by Mrs. Lowe, seconded by Mr. Stewart: That the Report of the Salary Committee be adopted.

Trustees supporting the motion believed that the proposed joint review by the Hamilton and Wentworth school boards of Collective Agreements would promote open communication with all staff, assist planning by staff and facilitate the transition.

Trustees who opposed the motion felt this direction was premature and could contravene the direction of the new board.

Trustee Lowe called the question and it was Lost.

Moved by Ms. MacDonald, seconded by Mr. Gage: That the motion be tabled. Lost.

Trustee Mulholland clarified the mandate of the Local Education Improvement Committee (LEIC) and noted the Fewer School Boards Act (Bill 104) has specified that the LEIC should "stay away" from negotiations. He then requested that the minutes show his opposition to the motion.

Affirming that the LEIC has been given direction to oversee specific areas, the Chairman believed it would still be within the operations of the Board to facilitate the development of a structure for the new board. Noting the tremendous decisions to be made with employee groups, she felt staff should be given enough time to look at this area prior to the amalgamation.

Trustee Mulholland requested a recorded vote.

The motion was put to a recorded vote and was Carried. Those in favour: Trustees Johnstone, Rogers, Lowe, Orban, Hicks, Darby, Hill, Stewart and Cunningham; those opposed: Trustees Mulholland, Bishop, Gage, MacDonald and Wall. Trustees Desmarais and Paquin abstained.

The Board then met in-camera and the following action was taken:

Report of the In-camera Session of the Special Meeting of the Personnel and Organization Committee

Moved by Mr. Darby, seconded by Mr. Stewart: That the General Part of the Report of the In-camera Session of the Special Meeting of the Personnel and Organization Committee be adopted.

At Trustee Hick's request, the names in Clause (b) were put to separate votes. Trustee Hill declared a conflict of interest relative to the teaching staff and stated she would neither debate nor vote on those recommendations.

Each name in Clause (b) was then put to a separate vote and was Carried.

Clause (a) was put to a vote and was Carried.

Moved by Mrs. Wall: That the Board consider those requests for retirement gratuity not dealt with at the In-camera Session of the Special Meeting of the Personnel and Organization Committee.

The Chairman called for a two-thirds majority vote to consider dealing with the remaining requests and the required vote was obtained.

Moved by Mr. Stewart, seconded by Mrs. Wall: That a retirement gratuity be granted to Donna Calder-Louth. Carried.

The meeting then adjourned for lack of a quorum. Members present: Trustees Bishop, Darby, Desmarais, Gage, Hicks, Hill, Mulholland, Stewart and Wall.

Adopted as presented.

.....
Chairman

REPORT OF THE SPECIAL MEETING OF THE FRENCH LANGUAGE SECTION

Present: Trustees Desmarais (Chairman) and Paquin.

Official Present: R. C. Lavoie (Superintendent of Schools,
French as a First Language).

The French Language Section recommends:

1. That the following recommendations of the Superintendent of Schools, French as a First Language be approved as presented:

A. STAFFING

1. Probationary Staff Appointment(s) - Nil

2. Permanent Staff Appointment(s)

(a) That the following teachers be reappointed to permanent staff effective 1997 09 02 with salary according to the salary schedule:

Guy Bultez

Natalie Garon-Suzuki (.5)

François Giroux

Oscar Parent

Pierrette Cayen

Serge Giguère

Nathalie Lauzon (.5)

Jean-Baptiste Séide

(b) That the following teachers be rehired and appointed to the Permanent Staff effective 1997 09 02 with salary according to the salary schedule:

Elena Barbaresso

Serge LaRocque (.5)

8. Leave(s)

Secondment

a) That the request of the Ministry of Education and Training for the secondment of Michelle Lapointe effective 1997 10 27 to 1999 01 31 be granted.

Leave(s) of Absence

a) That the request of the following teachers for a Leave of Absence effective as shown be granted:

Pierrette Cayen, 1997 04 30

Denise Gauthier, 1997 01 22

Leave of Absence - « Four over Five »

(a) That the Leave of Absence under the Salary Holdback Plan « Four over Five » according to the Salary Agreement granted to Alan Boyd be rescinded.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence effective as shown:

Michelle Lapointe, 1997 10 27

Joanne Mooney, 1997 09 02

(b) That Ralph Grant be returned from a Leave of Absence - Secondment effective 1997 09 02.

* * * * *

2. That the September meeting of the French Language Section Meeting be cancelled.

Respectfully submitted

Committee Room
Education Centre
1997 08 26

JEAN DESMARAIS
Chairman

RAPPORT DE LA RÉUNION EXTRAORDINAIRE DE LA SECTION DE LANGUE FRANÇAISE

Étaient présents : M. Jean Desmarais (Président), M. Hubert Paquin (conseiller scolaire).

Administrateur présent : M. R. C. Lavoie (Surintendant des écoles de langue française).

La Section de langue française recommande :

1. que les propositions du Surintendant des écoles de langue française soient approuvées telles que présentées :

A. DOTATION EN PERSONNEL

1. Nomination(s) du personnel stagiaire - Aucune

2. Nomination(s) du personnel permanent

(a) que les enseignantes et enseignants soient réaffectés au personnel enseignant permanent à partir du 2 septembre 1997 selon les conditions de l'entente en vigueur :

Guy Bultez

Natalie Garon-Suzuki (.5)

François Giroux

Oscar Parent

Pierrette Cayen

Serge Giguère

Nathalie Lauzon (.5)

Jean-Baptiste Séide

(b) que les enseignants mentionnés ci-dessous soient réembauchés et affectés au personnel enseignant permanent à partir du 2 septembre 1997 selon les conditions de l'entente en vigueur:

Elena Barbaresso

Serge LaRocque (.5)

8. Congé(s)

Prêt de service

(a) que la demande du ministère de l'Éducation et de la Formation pour un prêt de service de Michelle Lapointe à partir du 27 octobre 1997 jusqu'au 31 janvier 1999 soit accordée.

Congé autorisé

(a) que la demande des enseignantes ci-dessous mentionnées pour un congé autorisé à partir des dates indiquées soit accordée :

Pierrette Cayen, le 30 avril 1997

Denise Gauthier, le 22 janvier 1997

Congé autorisé « Quatre sur cinq »

(a) que le congé autorisé en vertu du Régime de retenue de la paye « Quatre sur cinq » de l'entente collective de l'AEFO accordé à Alan Boyd à une réunion précédente soit rescindé.

Retour de congé autorisé

(a) que les enseignantes ci-dessous mentionnées soient retournées d'un congé autorisé à partir des dates indiquées :

Michelle Lapointe, le 27 octobre 1997

Joanne Mooney, le 2 septembre 1997

(b) que Ralph Grant soit retourné d'un prêt de service à partir du 2 septembre 1997.

* * * * *

2. que la réunion de la Section de langue française du 2 septembre 1997 soit annulée.

Respectueusement présenté

Salle de réunion
Centre d'éducation
le 26 août 1997

JEAN DESMARAIS
Président

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Report re Appointment of Interim Financial Officer and Treasurer be deferred to the September meeting of the Personnel and Organization Committee.

2. That the following recommendations of the Superintendent of Human Resources be approved:

7. LEAVING EMPLOYMENT

(a) That the dates for the following Clerical and Technical Staff to leave the employ of the Board be approved:

R. Marie Brown, 1997 06 29

Lynn Henschel, 1997 08 30

Valerie Jess, 1997 06 28

Karen Nowicki, 1997 06 29

Neelam Sanduja, 1997 08 30

Beverley Wilson (Receptionist), 1997 08 25

8. LEAVES**Leave of Absence**

(a) That the request of Lara Musytschuk, Assistant Caretaker (Caretaking and Maintenance Staff), for a Leave of Absence, effective 1997 06 30 to 1998 01 02, be granted.

Leave Extension

(a) That the requests of the following staff, for an extension of their Leaves of Absence, effective as shown, be granted:

Karen Chaikoff (Co-ordinator, Research Services, Clerical and Technical Staff), 1997 07 09 to 1999 07 09

Lois Morin (Secretary, Clerical and Technical Staff), 1997 07 01 to 1998 06 30

Beverley Wilson (Receptionist, Clerical and Technical Staff), 1997 07 21 to 1997 08 22

Secondment

(a) That the request of the Hamilton-Wentworth Industry Education Council for the extension of the secondment of James O'Connor (S), effective 1997 09 01 to 1998 08 31, to serve as Executive Director, be approved.

Return from Leave of Absence

(a) That the following staff be returned from a Leave of Absence, effective as shown:

Casey Denton, (Senior Accounting Analyst, Clerical and Technical Staff), 1997 06 02

Karyn Hogan (Research Librarian, Clerical and Technical Staff), 1997 07 02

9. OTHERS

(a) We regret to announce the death of Noreen Buxton, Science Technician (Clerical and Technical Staff) on 1997 07 22.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective 1997 09 01, with salary according to the salary schedule:

Colleen Blacklock (E)
Maureen Eitel (E), .5
Elizabeth McQueen (E)
Cheryl Mitchell (E)

Replacements

(ii) That the following teachers be appointed to the Probationary Staff, effective 1997 09 01, with salary according to the salary schedule:

David Bielby (S), 3/6 (F.T. Sem. 1 only)
Sharon Bowler (E)
Lori Lynn Bradley (E) .5
Paul Brankovic (S) 5/6 (3/3 Sem. 1, 2/3 Sem. 2)
Kristine Bubas (E)
Cheryl Bylholt (S)
Dino Caruso (E) .7
Joanna Cascioli (E)
Paul Cheeseman (S)
Leigh-Anne Chiaravalle (E)
Kelly Church (E)
Gail Cipriani (S), 3/6 (F.T. Sem. 1 only)
Lidia Coles (S)
Susan Connolly (E)
Victoria Coughlan (E)
Patricia Cowburn (E) .5
Heather Cumming (S), 3/6 (F.T. Sem. 1 only)
Lee Davis (S)
Tammy DiDonato (E)
Laura Dowling (S), 3/6 (F.T. Sem. 1 only)
Laura Dunn (E)
Sharon Elliott (E)
Elham Farah (E) .5
Adrianne Ficzero (E)
Karen Gardiner (E)
William Gemmill (E), .5

Anna Giordano (E)
Corrina Grohmann (E)
Krista Gugenberger (E)
Kristen Hamer (E) .5
Shari Imbrogno (E)
Patricia Jeffrey (S), 3/6 (F.T. Sem. 1 only)
Kelly Johnson (E)
Steven Johnston (E)
Colleen Jokinen (E) .5
Tom Keopapant (S)
Peter Kraayvanger (S)
Christopher Lane (S), 3/6 (F.T. Sem. 1 only)
Terry Laufman (E)
Lisa LeBlanc (E)
Catherine Lemmond (E)
Dan Levantis (E)
Lynn Lewis (S), .5
Kristen Loeffen (S)
Deanna MacKinnon (E) .5
Mary Malcolm (E) .5
Geeta Malhotra (S)
Kerry McCarthy (E)
Emily McDonald (E)
Maureen McKenna (E)
Alice Mendelsohn (E)
Sandra Mitchell (S), 1/6 (1/3 Sem. 1 only)
Rita Mostacci (E)
Robert Moulton (S), 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
Lisa Muir (E) .9
Debbie Muir Dennie (E)
Janice Nutter (S)
Margaret O'Connell (E)
Gordon Parsons (E)
Mara Pini (E)
D. Craig Ramsden (S)
Bradley Rich (E)
Susan Schenk (E)
Linda Schindler (E) .8
Mark Skrok (E)
Kenneth Stone (E) .7
Sandra Stuart (E) .5

Ronald Teufel (S)
Steve Viveiros (E)
Daniel Wallace (E)
Connie Wilson-McLellan (E)
Scott Wlodarczyk (E)
Filomena Wyatt (S), 3/6 (F.T. Sem. 1 only)
Ronald Yachetti (S), 3/6 (F.T. Sem. 1 only)
Julie Yocom Armstrong (E)

1 - New Position - Ministry Funded

73 Replacements

1 - New Position (SS Comprehensive/Dev. Delayed)

(iii) That the contract of Henry Wrona (S), be transferred from a Term Probationary Contract to a Probationary Contract, effective 1997 09 01. **Replacement**

(iv) That Andy Mijatovic (S) be appointed as a Term Probationary Teacher, effective 1997 09 01 to 1997 12 31, with salary according to the salary schedule. **Replacement**

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be transferred to the Permanent Staff, effective 1997 09 01, with salary according to the salary schedule:

Katherine Black (E)
Stewart Cameron (E)
Suzanne Contant (E)
Joan DiBerardo (S)
Kelly Hayes (E)
Christopher Heron (S)
Andrea Kay (E)
Janice Morrissey (E)
Mark Moses (E)
Michael Popek (E)
Cheryl Rowatt (S)
Mark Sabourin (E)
Timothy White (E)

3. PROMOTIONS

(a) (i) That Susan Ward (E) be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 09 01, with salary according to the salary schedule. **Replacement**

(ii) That Mary Johnson (E) be appointed to the temporary position of Principal of an Elementary School, on an interim basis, effective 1997 09 01 with salary according to the salary schedule. **Replacement**

(iii) That the following teachers be appointed to the temporary position of Vice-Principal of an Elementary School, on an interim basis, effective 1997 09 01, with salary according to the salary schedule:

Diane Aitken (E)

Jean Petruszkiewicz (E)

Catherine Scott (E)

Replacements

5. TIMETABLE CHANGES

(a) That the timetable changes for the following teachers be approved, effective 1997 09 01, with salary according to the salary schedule:

Suzanne Artt (E), .7 to .8

Laurie Barrette (E), .5 to 1.0 (1997 09 01 to 1997 11 28)

Patricia Bromwich (E), .5 to 1.0

Theresa Cardey (E), .7 to 1.0

Linda Charko (E), .5 to 1.0

Philip Conklin (E), .5 to .6

Lynn Coulson-Hallas (E), .6 to 1.0

Elizabeth D'Angelo (E), .7 to 1.0

Maureen Eitel (E), .5 to 1.0, 1997 09 01 to 1997 10 31

Frances Elliot (E), .5 to 1.0

Laurie Gregory (E), .5 to 1.0

Sandra Hanlon (E), .8 to 1.0

Audrey Hensen (E), .5 to .9

Donna Hudzieczko (E) .8 to 1.0

Kim Hutt-Taylor (S), 3/6 to 4/6 (2/3 Sem. 1 and 2)

Rita Knapp (E), .7 to 1.0
Beverley Lasky (E), .8 to 1.0
Alfreda LeDonne (E), .5 to 1.0
Wendy Martin (E), .3 to .5
Karen McPhee (E), .9 to 1.0
Anita Mohar (E), .7 to 1.0
Tanya Moore (E), .7 to 1.0
Louise Morissey (S), 5/6 to 6/6
David O'Connor (E), .8 to 1.0
Sharon Paterson (E), .5 to 1.0
Owen Redden (S), 2/6 to 6/6
Diane Ridos (E), .5 to 1.0
E. Merike Rutten (S), 5/6 to 6/6
Carol Simpson (E), .5 to 1.0
Joanne Sinclair (S), 3/6 to 4/6 (2/3 Sem. 1 and 2)
Catherine Webster (E), .5 to .7
Margaret Youmans (S), 2/6 to 3/6 (Full Time Sem. 1 only)
Ouahida Zaimi (S), 4/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)

6. RETIREMENTS

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret:

David Andrus (S)
Sheila Babb (S)

(ii) That the resignation (Leaving Employment) of Barbara McIlveen (S) effective 1997 08 31, approved at the June meeting, be changed to resignation for the purpose of retirement, effective 1997 06 30.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 08 31, for the following teachers to leave the employment of the Board be approved:

Dee Maharajh (E)
Edmund Stavnitzky (S)
Michael Stock (E)
Patricia Taylor (E)

8. LEAVES**Leave of Absence**

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Andrea Bradshaw (E), 1997 07 21 to 1997 11 14
Marilyn Brown (S), 1997 09 01 to 1998 08 31
Laura Di Matteo (E), 1997 10 20 to 1998 06 19
Darlene DiSalvia (E), 1997 09 01 to 1998 02 27
Alisa Greve (E), 1997 07 24 to 1998 02 24
Audrey Hensen (E), 1997 06 19 to 1997 10 15
Andrea Kay (E), 1997 09 15 to 1998 03 27
Nancy Koegler (E), 1997 09 22 to 1998 03 31
Janet MacLeod (S), 1997 09 22 to 1998 03 30
Anne Pittis (E), 1997 09 01 to 1997 12 31

(b) That the request of Carolyn Konrad (Secretary, Clerical and Technical Staff), for a Leave of Absence, effective 1997 07 24 to 1998 07 23, be granted.

Leave of Absence - Date Change

(a) That the dates of the Leaves of Absence granted to the following teachers at previous meetings, be changed as shown:

Lynda Ball (E), 1997 10 06
Marilyn Bancsi (E), 1997 09 01 to 1998 06 30
Anita Dunn (E), 1997 05 26 to 1997 11 28
Margaret Leitch (Corr) (E), 1997 06 16 to 1998 02 13
Fiona Valiquette (E), 1997 06 23 to 1998 02 20

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective 1997 09 01 to 1998 08 31, be granted:

Natalie Bastow (E)
Kawong Chung-Shipman (E)
Barbara Moskoluk (E)
Richard Piet (S)

Reduced Workload Leaves

(a) (i) That the requests of the following teachers for Reduced Workload Leaves of Absence, effective 1997 09 01 to 1998 08 31, be granted:

Josee Bergeron-Scibetta (E), 1.0 to .5
Lisa Bingleman (E), 1.0 to .5
Lori Bourassa (S), 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)
Sherri Cooper (E), 1.0 to .5
Rita Corsini (E), .7 to .5
Angelo Costanzo (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
Suzanne Costa-Popovich (E), 1.0 to .5
Diane Durney (S), 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)
Jane Fletcher (E), 1.0 to .5
David Jeffrey (E), 1.0 to .5
Sandra Levy (E), .7 to .5
Wendy Reeson (E), 1.0 to .5
Barbara Russell Morse (S), 6/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
Adele Schiedel (S), 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

(ii) That the requests of the following teachers for an extension of their Reduced Workload Leaves of Absence, effective 1997 09 01 to 1998 08 31, be granted:

Alayne Allan (E), 1.0 to .5
Deborah Allan (E), 1.0 to .5
June Baxter (E), .7 to .5
Tammy Biggs (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
Louise Booth (E), 1.0 to .5
Virginia Brisbin (S), 5/6 to 4/6 (2/3 Sem. 1 and 2)
Lisa Borkovich (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)
Julie Capretta (E), 1.0 to .5
Linda Chenoweth (E), 1.0 to .6
Lesley Chiasson (E), 1.0 to .5
Trevor Chiasson (E), 1.0 to .5
Beverley Corsini (E), 1.0 to .5
Jane Craibbe (E), 1.0 to .6
Brenda Dagg (E), 1.0 to .5
Caryl Durst (S) 6/6 to 4/6 (2/3 Sem. 1 and 2)
Donna Evans (E), 1.0 to .6

Sylvia Holinaty (S), 6/6 to 3/6 (F.T. Sem. 1 only) [Job Share with W. Holinaty]

William Holinaty (S), 6/6 to 3/6 (F.T. Sem. 2 only) [Job Share with S. Holinaty]

Arde Hollingsworth (E), 1.0 to .5

Nancy Holmes (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)

Kathleen Johnson (S), 5/6 to 4/6 (2/3 Sem. 1 and 2)

Melinda Lula (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)

Barbara Makins (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)

Elisena Mycroft (E), 1.0 to .5

Pamela Peterson (E), 1.0 to .7

Lisa Reynolds (E), 1.0 to .5

Norma Ridge (E), 1.0 to .5

Linda Schultz (E), 1.0 to .5

Helen Senson-D'Addario (E), 1.0 to .7

Susan Shaker (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)

Anne Simpson (S), 5/6 to 4/6 (2/3 Sem. 1 and 2)

Linda Smith (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)

Noreen Staio (E), 1.0 to .5

Marjorie Steele (E), 1.0 to .5

Madeleine Tanglao-Dwyer (E), 1.0 to .5

Christine Tartaglia (E), 1.0 to .5

Judith Taylor (E), 1.0 to .9

Barbara Thoman (E), .7 to .5

Carrie Tyrosvoutis (E), 1.0 to .5

Julie Warriner (E), 1.0 to .5

Evelyn Wilkie (S), 6/6 to 4/6 (2/3 Sem. 1 and 2)

Jennifer Wilson-Bridgman (E), 1.0 to .5

Barbara Yarwood (E), 1.0 to .5

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Zaitoon Adatia (S), 1997 09 01

Darlene Baker (E), 1997 09 01

Annette Bodo (E), 1997 09 01

Marilyn Brown (S), 1997 09 01

Judith Cole (S), 1997 09 01

Martin Cooper (S), 1997 09 01

Jyoto deHaan (S), 1997 09 01

Patricia Fulton (S), 1997 09 01
Ronald Fulton (S), 1997 09 01
Shirley Gunby (E), 1997 09 01
Kim Hutt-Taylor (S), 1997 09 01 (4/6)
Maria-Pilar Lanillos (E), 1997 09 01
Linda Moreton (E), 1997 09 01
Mary Rishaur (E), 1997 09 01
Ryan Scott (S), 1997 09 01
Karen Tsuji (S), 1997 09 01
Frank Vormittag (S), 1997 09 01
Franz Weresch (S), 1997 09 01
Doris Williamson (S), 1997 09 01
Linda Woolfrey-Cooper (S), 1997 09 01
Sonia Zolis (E), 1997 09 01

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Karen Humphreys (Secretary, Clerical and Technical Staff), 1997 10 06 (.6)
Rita Sturrock (Secretary, Secondary School Clerical and Secretarial Staff), 1997 05 05

* * * * *

3. That a report on "stacked classes" be presented to the November meeting of the Personnel and Organization Committee.

Respectfully submitted

Board Room
1997 08 26

G. DARBY
Chairman

**REPORT OF THE IN-CAMERA SESSION
OF THE SPECIAL MEETING OF THE
PERSONNEL AND ORGANIZATION COMMITTEE**

Present: Trustees Darby (Chairman), Hicks, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary) and R. Binns (Superintendent of Human Resources).

The Committee recommends:

GENERAL

1. That the Board pay a retirement gratuity for employees who have attained 20 years of service with the Board and who are pensionable at the time of retirement; and the payment of the retirement gratuity will be conditional upon satisfactory proof from the respective pension plan being submitted to the Board, verifying that the employee is in receipt of a pension.

2. That retirement gratuities be paid to the following staff who are retiring, conditional upon satisfactory proof from the respective pension plan being submitted to the Board, verifying that the employee is in receipt of a pension:

Patricia Barker
Denver Haynes
Diana Hill (E)
Pamela Kovacek (E)
Avanell Scherer (S)
James Warren (S)
Lillian Zychowicz

Respectfully submitted

Board Room
1997 08 26

G. DARBY
Chairman

REPORT OF THE SALARY COMMITTEE

Present: Trustees Lowe (Chairman), Darby, Hill, Stewart and Cunningham.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources) and D. Russon (Manager, Employee Relations).

GENERAL

1. That the Chairman of the Salary Committee establish a meeting date in September with the Wentworth County Board of Education's Salary Committee to review Collective Agreements in order to prepare for the formation of the new Public District School Board #21.

Respectfully submitted

Committee Room
1997 08 26

M. LOWE
Chairman

**MINUTES OF THE SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 09 04

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Hicks, Johnston, Johnstone, Lowe, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Gage, Hill, Korz and Patenaude.

GENERAL

Moved by Mr. Darby, seconded by Mr. Stewart: That the General Part of the Report of the Special In-camera Meeting of the Personnel and Organization Committee be adopted. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**REPORT OF THE SPECIAL
IN-CAMERA MEETING OF THE
PERSONNEL ORGANIZATION COMMITTEE**

Present: Trustees Darby (Chairman), Hicks, Johnston, Urban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), S. Thompson (Assistant Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Board pay a retirement gratuity to employees who have attained the age of 60 years and who are pensionable at the time of retirement and the payment of the retirement gratuity will be conditional upon satisfactory proof from the respective pension plan(s) being submitted to the Board, verifying that the employee is in receipt of a pension.

2. That retirement gratuities be paid to the following staff who are retiring, conditional upon satisfactory proof from the respective pension plan being submitted to the Board, verifying that the employee is in receipt of a pension:

Sheila Babb (S)
Beverly Bryce
Rosemarie Ellison
Marucia Montgomery (E)

Bruce Thomas (E)
Douglas Thomas (E)
Barbara Tweedie (E)
Beverley Williams

Respectfully submitted

Board Room
1997 09 04

G. DARBY
Chairman

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 09 09

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hill, Johnston, Johnstone, Mulholland, Orban, Paquin, Rogers and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), K. Bain (Interim Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer), and J. Tomlinson (Interim Assistant Superintendent of Program).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Korz, Lowe and Patenaude.

GENERAL

Moved by Mrs. Hill, seconded by Trustee Darby: That the General Part of the Special Report of the Operations and Finance Committee be adopted.

Trustee Johnstone requested that these recommendations be voted on separately and Trustee Gage requested a recorded vote on Clause 1.

Clause (1.) was put to a vote and was Carried. Those in favour: Trustees Bishop, Cunningham, Darby, Desmarais, Hill, Mulholland, Orban, Paquin, Rogers and Wall; those opposed: Trustees Gage, Johnston and Johnstone.

Clause (2.) was put to a vote and was Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**SPECIAL REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the request for a Liquor Licence for Sherwood Secondary School Alumni on 1997 09 13 be granted.

2. That the Report regarding the Sale of Onteora School be received for information and the following recommendation approved:

(a) That the amendment to the agreement of purchase and sale between Helm Industries Inc. and the Board of Education for the City of Hamilton be accepted providing that the conditional period not exceed November 10, 1997 and that the purchaser shall have 10 (ten) days to waive conditions should the Board receive another offer in which it is prepared to accept.

Respectfully submitted

**1997 09 09
Board Room**

**S. HILL
Chairman**

MINUTES OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 09 18

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Binns (Superintendent of Human Resources), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustee Patenaude.

A moment of silence was held in honour of the late Russell O'Neal, a former Trustee and Noreen Buxton, Administrator, Kit Services and employee for 34 years.

The Chairman then presented an Outstanding Achievement Awards to the members of the Hill Park Secondary School Communications Team - students Paul Allen, Mike Clifford and Paul Piche and Teacher Paul Brown, in recognition of their Bronze Medal at the Ontario Skills Competition and subsequent Silver Medal at the National Skills Competition.

In moving confirmation of the minutes, Trustee Hill indicated she was not in attendance at the 1997 05 28 Special In-camera Meeting of the Personnel and Organization Committee meeting due to a conflict of interest and asked that this correction be made in the Report of that meeting.

Referencing the comments of assurance at the Committee meeting that monies from the sale of the commemorative book would cover the production costs, it was moved in amendment by Mrs. Hill, seconded by Ms. Orban: That Clause 5. be amended by adding the following: If the 150 Years of Excellence Committee is unable to sell the commemorative books, the trustees agree they will make up any difference by purchasing the remaining books and donating them to the Board of Education for the City of Hamilton Foundation. The publisher will acknowledge the generosity of the participating Trustees with a card insert in each book listing their names and thanking them for this financial assistance.

Trustee Hill elaborated on the process in which participating trustees would sign a promissory note supplied by the Finance Department no later than 1997 09 24 as a guarantee the funding is in place. The promissory note will be to a maximum of \$1,000. At the end of November, 1997, the outstanding balance will be prorated by the number of participating Trustees. Each of these participating Trustees will issue a cheque, payable to the Board of Education for the City of Hamilton Foundation, no later than 1997 12 15. A tax-deductible receipt will be issued.

Trustees opposed to the amendment noted the commemorative book has been in the planning stages for four years. Trustees should not be asked to augment the publishing of a public historical record of the Hamilton Board of Education.

Moved in amendment to the amendment by Mr. Korz, seconded by Mrs. Lowe: That this opportunity be extended to all Board staff and community members.

The question on the amendment to the amendment was called and was Carried.

The amendment to the amendment was put to a vote and was Carried.

The question was called on the amendment and was Carried.

The amendment was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Johnstone, Rogers, Lowe, Korz, Orban, Hicks, Wall, Hill and Cunningham; those opposed: Trustees Gage, MacDonald, Johnston, Paquin, Desmarais, Darby and Stewart.

Moved in amendment by Mrs. Hill, seconded by Mr. Stewart: That Clause 7. of the Report of the Special Meeting (1997 09 16) be amended by referring both the *Purchasing* and *Tenders and Quotations* policies back to the Officials.

Trustees in support of the amendment expressed caution about approving new policies for inclusion in the Policy Binder so close to the creation of the new district school board. Those opposed believed this direction makes the Board accountable and provides an internal control within the organization.

The amendment was put to a vote and was Lost. Those in favour: Trustees Johnstone, Rogers, Lowe, Orban, Desmarais, Hill, Darby, Stewart and Cunningham; those opposed: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Korz, Hicks, Wall and Paquin.

Trustee Hill requested that each policy (Purchasing and Tendering/Quotation) be voted on separately and by recorded vote.

The Purchasing policy was put to a vote and was Lost: Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Korz, Hicks and Wall; those opposed: Trustees Johnstone, Rogers, Lowe, Orban, Paquin, Desmarais, Hill, Darby, Stewart and Cunningham.

The Tenders and Quotations policy was put to a vote and was Lost: Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Korz, Hicks and Wall; those opposed Trustees Johnstone, Rogers, Lowe, Orban, Paquin, Desmarais, Hill, Darby, Stewart and Cunningham.

Trustee Wall requested that Clauses 2. and 6. in the Report of the Special Meeting (1997 09 16) be voted on separately and by recorded vote.

Trustee Wall stated her opposition to Clause 2. noting the billing is incorrect and contains inconsistencies. She added that the lack of direction from the Ministry of Education and Training regarding the fees that can be charged allows the inequity among boards around this issue as a possible revenue generator to continue.

Clause 2. was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Johnstone, Rogers, Lowe, Korz, Orban, Hicks, Paquin, Desmarais, Hill, Darby, Stewart and Cunningham; those opposed: Trustees Mulholland, Gage, Johnston and Wall. Abstentions: Trustee MacDonald.

Trustee Wall spoke in opposition to Clause 6. since the Committee had met in a workshop format to respond to the secondary school reform paper from the Ministry of Education and Training. Trustee Bishop added that the Special Education Advisory Committee had agreed at its October meeting to adopt the minutes as notes on a workshop on secondary school reform.

Clause 6. was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, Johnston, Johnstone, Rogers, Lowe, Korz, Orban, Hicks, Paquin, Desmarais, Hill, Darby, Stewart and Cunningham; those opposed: Trustee Wall. Abstentions: Trustee MacDonald.

Moved in amendment by Ms. Orban, seconded by Mr. Korz: That Clause 2. in the Report be amended to include: (a) That a progress report be presented to the Board or its corporate replacement not less than twice a year for information; and (b) That the Board or its corporate replacement be presented with the audited financial statement annually for information. Carried.

Moved in amendment by Mr. Darby, seconded by Mr. Stewart: That Clause 7. of the Report of the Special Meeting (1997 09 16) be amended by referring the *Early Identification - Admission Procedures for Junior and Senior Kindergarten* back to the Operations and Finance Committee. Carried.

The members agreed that the concern in the Early Identification policy statement is the reference to the "admission ... is delayed" in the last sentence.

Moved in amendment by Mr. Darby, seconded by Mr. Stewart: That Clause 7. of the Report of the Special Meeting (1997 09 16) be amended by referring the *Registration of Students in Schools Outside the Defined Attendance Area* back to the Operations and Finance Committee. Carried.

Trustee Paquin declared a conflict of interest related to Clause 5. (c) (ii) in the Report and stated he would neither debate nor vote on that Clause.

The Chairman put Clause 5. (c) (ii) to a separate vote and was Carried.

The remainder of the report was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mr. Paquin: That the General Part of the Report of the Personnel and Organization Committee be adopted. Carried.

At Trustee Hill's request, Clause 6. (a) (i) was put to a separate vote and was Carried.

The remainder of the report was put to a vote and was Carried.

Under New Business, Trustee MacDonald reported that October is Women in History month and extended an invitation to secondary school students to enter a contest sponsored by the Hamilton Status of Women. She noted that further information will be going out to the schools.

When there was some question raised whether it was appropriate to make the above announcement at a Board meeting, several members spoke in support of such information coming forward.

Moved by Mr. Mulholland, seconded by Mr. Gage: That the Board of Education for the City of Hamilton notify the Premier of the Province of Ontario, in writing, that the Board opposes the enacting of Bill 136.

Citing Rule 31, Trustee Darby demanded that notice be given of the above motion. Noting the request must be supported by the members, the Chairman called a vote on the demand for a notice of motion and it was Lost.

Citing Rule 33 which directs that new matters be referred to the appropriate Committee unless two-thirds vote is received to consider it the same evening, the Chairman called for the members wishes and the required two-thirds vote was not received.

The Chairman noted that Trustee Mulholland's motion would be treated as a Notice of Motion.

FRENCH LANGUAGE SECTION

Trustee Desmarais reported that the French Language Section did not meet in September.

Trustee Desmarais reported on his attendance at several meetings as a delegate to the Local Education Improvement Committee regarding District School Board #58 (Public French Language School Board).

ELEMENTARY/SECONDARY

The Secretary drew the members' attention to the correspondence from the Ministry of Education and Training and the Education Improvement Commission confirming the appointment of Kenneth Bain to a supervisory officer position.

Moved by Mr. Stewart, seconded by Mrs. Johnstone: That the Elementary/Secondary Part of the Report of the Program Committee be adopted. Carried.

Moved by Mrs. Hill, seconded by Mrs. Bishop: That the Elementary/Secondary Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Hicks: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted. Carried.

Under New Business, Trustee Mulholland, as Co-Chair of the Local Education Improvement Committee, updated the members on the process to date.

GENERAL

The Chairman drew the members' attention to information from the Education Improvement Commission outlining the requirement that the filling of any vacant positions (non-union) must be by Board resolution and then forwarded to the E.I.C. for approval. Noting the pending retirement of the Manager, Administrative Services, and recognizing that the members were not advised prior to the Board meeting that this action would be required, she called on the members' wishes to consider this item this evening.

The required two-thirds vote was received.

Moved by Mr. Darby, seconded by Mrs. Hill: That the vacancy in the position of Manager, Administrative Services be filled. Carried.

Moved by Mrs. Wall, seconded by Mr. Hicks: That the Board meet in-camera. Carried.

The Board then met in-camera and the following action was taken:

Moved by Dr. Johnston, seconded by Mr. Korz: (a) That the position of Budget Manager be filled on an interim basis, until either an agreement is reached with the Wentworth County Board of Education on the financial administrative plan or the new structure for Senior Management is in place.

(b) The Board further authorizes the filling on an interim basis any subsequent non-union vacancy resulting from the original vacancy.

(c) The filling of these interim vacancies will be subject to Education Improvement Commission approval. Carried.

Moved by Mr. Darby, seconded by Mrs. Hill: That the General Part of the Report of the In-camera Session of the Personnel and Organization Committee meeting be adopted. Carried.

Other action taken by the Board is not recorded in the public minutes as per Section 207 of the Education Act.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE PROGRAM COMMITTEE EIGHTH REPORT

Present: Trustees Stewart (Chairman), Bishop, Johnstone, Mulholland, Wall and Cunningham.

Also Present: Trustees Darby, Desmarais, Hill, Johnston, MacDonald, Orban, Paquin and Rogers.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the Report on the Implementation Status of Recommendations 1, 2, 5 and 7 of the Retention Committee Report be received for information and that a further report on the implementation of these recommendations be brought to the Board by next year.

ELEMENTARY/SECONDARY

1. That the System and School Reports of Grade 5 and Grade 8 Students' Results on the Canadian Achievement Tests (Second Edition), 1996-97 be received for information.

2. That the verbal Update regarding the New Ontario Curriculum be received for information.

Respectfully submitted

Board Room
1997 09 04

R. STEWART
Chairman

**REPORT OF THE OPERATIONS AND
FINANCE COMMITTEE
EIGHTH REPORT**

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the Report regarding a Request from the Hamilton-Wentworth Regional Police be received for information and the following recommendation approved:

(a) That the request of the Hamilton-Wentworth Regional Police to interview primary children, with signed parental consent, in selected schools as part of a police training module on investigating sexual offences against children be approved.

2. That the Report re Establishment of a Non-Profit Corporation - Adult and Continuing Education Program be received for information and the following approved:

(a) That the Hamilton Board of Education approve the establishment of a non-profit corporation and that the applicants for the Letters Patent consist of the Chairman of the Board, Director of Education and Secretary and Superintendent of Program or successors and that the applicants also hold the positions as founding members and Directors of the corporation.

(b) That the bylaws of the corporation make provision for the Board or its corporate replacement to approve the composition of the membership of the corporation.

(c) That a policy regarding the establishment of a non-profit corporation be brought back to the Operations and Finance Committee for approval by October, 1997.

Clause 3. referred to the Officials at Board.

3. That the Report re Sir Allan MacNab Secondary School, Painting of Lockers and Certain Rooms be received for information and the following approved:

(a) That school initiated projects involving expenditures over \$5,000 for repairs and renovations first receive formal approval of the Superintendent of Administrative and Operational Services before proceeding.

(b) That a process to review school initiated projects be established to assist in overcoming the issues and concerns illustrated in this pilot. In connection with this, a criteria for priority ranking in terms of the allocation of available resources to these projects will be necessary.

4. That the Board comply with the recommendations in the Investigation Report from the Municipal Freedom of Information and Protection of Privacy Board regarding the incident at Memorial School and a report be brought to the Board identifying the cost of carrying out these recommendations.

Clause 5. amended at Board.

5. That the following Report of the Sesquicentennial Committee be approved:

(a) That the theme of the publicity for the Hamilton Board of Education's sesquicentennial celebration be "150 Years of Excellence".

(b) That this Committee be re-named "150 Years of Excellence" Committee.

(c) That the following Business Plan for the "150 Years of Excellence" celebration be approved:

(i) 150th Anniversary Book: Self-sustaining through loan, gifts and book sale

(ii) Other Projects:

Plaque	\$3,000
Bumper Stickers	150
T-shirts	0
Stickers	600
Ribbons/Bookmarks	3,200
Binder	10
Time Capsule	0
Awards	250
Display	100
School Assemblies	0
Classroom Activities	0
Mammoth Celebration	500
(To coincide with the Quarter Century -- pending)	
Total Budget	\$7,810

Commemorative Coin - not recommended at \$1.34 each; cost is \$53,360 if one given to each student

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education and Secretary be approved:

(a) That the following trip requests be approved:

(i) Hillcrest, Grades 7 and 8 [Educational trip, Kingston/Ottawa, Ont], 1998 05 26 to 29 (Tuesday to Friday).

(ii) Norwood Park, Grade 6 [Camp Wanakita, Ont.], 1997 09 30 to 1997 10 03 (Tuesday to Friday).

(iii) Sherwood Heights, Grade 5 [Camp Wanakita, Ont.], 1997 09 22 to 24 (Monday to Wednesday).

(iv) City-Wide, Grades 11-OAC [History Trip, Washington, D.C., U.S.A.], 1997 11 19 to 22 (Wednesday to Saturday).

(v) Barton and Westmount, Grades 11 to OAC [Drama Trip, New York City, U.S.A.], 1998 05 07 to 11 (Thursday to Monday).

(vi) Delta, Grades 11-OAC [Art Trip, New York City, U.S.A.], 1998 05 20-24 (Wednesday to Sunday).

(vii) Glendale, Grades 9 to OAC [Performances and Cultural Exchange - Los Angeles, California, U.S.A.], 1998 03 11 to 18 (Wednesdays).

(viii) Westdale, Open to all grades [Camping Trip, Turkey Point Conservation], 1997 10 04 to 05 (Saturday to Sunday).

(ix) Westmount, Grades 9 to OAC ["Canada Council on World Affairs, Fort Erie], 1997 11 14 to 16 (Friday to Sunday).

Respectfully submitted

Board Room
1997 09 09

S. HILL
Chairman

**REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
EIGHTH REPORT**

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Direction of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), S. Thompson (Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the following recommendations of the Superintendent of Human Resources be approved.

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS**

(a) (i) That Sharon Stephanian (S) be appointed to the term position of Project Team Consultant (.5), with the responsibility of Information Skills and Technology, effective 1997 10 17, with salary according to the salary schedule. The duration of the term is to be determined.

Replacement

(ii) That Catherine Alchin (S) be appointed to the term position of Project Team Consultant (.5), with the responsibility of Co-operative Education, effective 1997 10 17, with salary according to the salary schedule. The duration of the term is to be determined.

Replacement

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) That the resignation of Avanell Scherer (S), for the purpose of retirement, effective 1997 06 30, be accepted with regret.

(b) That the resignation of Denver Haynes, Manager, Administrative Services (Administrative Staff), for the purpose of retirement, effective 1997 09 30, be accepted with regret.

7. LEAVING EMPLOYMENT- Nil

8. LEAVES - Nil

9. OTHERS - Nil

* * * * *

2. That the Staffing Report - Full Time Equivalent Positions as of 1997 08 31 be received for information.

3. That the Report on Supply Teaching Usage as of 1997 06 30 be received for information and that the following motion be adopted:

(a) That the Board strongly encourage principals to stay within their occasional teacher budget and that schools at or over their budget use supply teachers only for essential use.

4. That the Report re Substitute Assistance Caretaker Assistance Usage as of 1997 07 31 be received for information.

5. That the Report re Temporary Assistance Expenditures as of 1997 07 31 be received for information.

6. (a) That the Report re: Employee Wellness be received for information and that the following recommendations be approved:

(i) That a system committee, under trustee direction, assume responsibility for co-ordinating Professional Development (PD) opportunities which focus on "wellness".

(ii) That all system PD opportunities have as their focus a "wellness" component.

(iii) That leadership training programs include a "wellness" component to provide administrators and managers with the skills to ensure a healthy environment in the workplace.

(iv) That partnerships within the community be encouraged to enhance our ability to offer programs for all employees.

(v) That an evaluation component be included in all "wellness" initiatives.

(b) That the following recommendation of the Report re: Employee Wellness be referred to officials for a report to the October Personnel and Organization Committee meeting:

(i) That the budget and scope of the Employee Assistance Program be commensurate to reflect the commitment of the Board to support employees in their efforts to manage the new realities.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be appointed to the Probationary Staff, effective 1997 09 01, with salary according to the salary schedule:

Carissa Christison (E)

Penelope Petrie (E)

Replacements

(ii) That the appointment of Tammy DiDonato (E) to Probationary Staff, approved at the 1997 08 26 meeting, be rescinded.

(iii) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Lynette Corry (E), 1997 10 01

Warren Trimble (S), 1997 09 22

Replacements

(b) That the following staff be appointed to the Probationary Educational Assistant Staff (Educational and Lunchroom Assistant Staff), effective 1997 09 02, with salary according to the salary schedule:

Kimberly Broemser

Debra Busich

Stuart Carmichael

Contract Compliance

2. PERMANENT STAFF APPOINTMENTS

Confirmations

(a) That the following teachers be confirmed in the position stated, effective as shown, with salary according to the salary schedule:

Anne Cliffe (E), (Elementary Vice-Principal), 1997 09 01

Sandra Cole (E), (Elementary Vice-Principal), 1997 09 01

Dorte Deans (S), (Secondary Vice-Principal), 1997 01 01

Thomas (Tim) Dexter (E), (Elementary Principal), 1997 09 01

Suzanne Dube (S), (Secondary Vice-Principal), 1997 10 06

Edward Grodecki (E), (Elementary Principal), 1997 09 01

Barbara Haverty (E), (Elementary Principal), 1997 09 01

Eric Hipkiss (E), (Elementary Principal), 1997 09 01

Douglas Holmes (S), Head of Department (Physical and Health Education), 1997 09 01

Lee Hondronicols (E), (Elementary Vice-Principal), 1997 09 01

Patricia Hutchinson (E), (Elementary Vice-Principal), 1997 09 01

Richard Kowalchuk (S), Head of Department (Visual Arts), 1997 09 01

Jay Kyle (S), Head of Department (Physical and Health Education), 1997 09 01

Douglas Lenz (E), (Elementary Vice-Principal), 1997 09 01

Maxine Martineau (E), (Elementary Vice-Principal), 1997 09 01

Janice Robertshaw (E), (Elementary Vice-Principal), 1997 09 01

Robert Russ (E), (Elementary Principal), 1997 09 01

Ward Shipman (S), Head of Department (Visual Arts), 1997 09 01

Jon Sims (S), (Secondary Principal), 1997 09 01

Jacqueline Sykes (S), Head of Department (Family Studies), 1997 09 01

Kathleen Watters (E), (Elementary Principal), 1997 09 01

3. PROMOTIONS

(a) (i) That Arlene Worthington (S) be appointed to the position of Acting Head of Department (Mathematics), effective 1997 09 01, with salary according to the salary schedule.

Replacement

(ii) That Douglas Lenz (E) be appointed to the position of Principal of an Elementary School, on an interim basis, effective 1997 10 01, with salary according to the salary schedule.

Replacement

(iii) That Carol Phillips (E) be appointed to the position of Vice-Principal of an Elementary School, on an interim basis, effective 1997 10 01, with salary according to the salary schedule.

Replacement

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective 1997 09 01, with salary according to the salary schedule:

Dino Caruso (E), .7 to 1.0

Patricia Cowburn (E), .5 to 1.0

Mary Malcolm (E), .5 to 1.0

Sandra Mitchell (S), 1/6 to 2/6 (2/3 Sem. 1 only)

Ouahida Zaimi (S), 5/6 to 6/6 (F.T. Sem. 1 and 2)

4 Replacements

1 Contract Compliance

(b) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Evelyn Black (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02

Leslie Evans-Tenbrinke (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02

Rukhsana Khan (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02

Carol Labesh (Educational Assistant, Educational and Lunchroom Assistant Staff), 1.0 to .5, 1997 09 02

Anne MacDonald (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02

Nancy McIntee (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02

Linda Napper (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 02

Marlene Smith (Educational Assistant, Educational and Lunchroom Assistant Staff), .5 to 1.0, 1997 09 11

Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel), .8 to 1.0, 1997 09 01

6. RETIREMENTS

(a) (i) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret:

Edward Early (E), 1997 10 31

Ruth Goodale (E), 1997 10 31

Diana Hill (E), 1997 06 30

Pamela Kovacek (E), 1997 06 30

Marucia Montgomery (E), 1997 09 30

Bruce Thomas (E), 1997 09 05

Douglas Thomas (E), 1997 09 05

James Warren (S), 1997 06 30

Lillian Zychowicz (S), 1997 07 31

(ii) That the resignation of Donna Calder Louth (E), Elementary School Principal, for the purpose of retirement, effective 1997 09 05, be accepted with regret.

(iii) That the resignation of M. Bruce Mair (E), Elementary School Principal, for the purpose of retirement, effective 1997 12 31, be accepted with regret and the Board's gratuity be paid.

(iv) That the resignation of Ronald Halmos (S), Secondary School Principal, for the purpose of retirement, effective 1997 12 31, be accepted with regret and the Board's gratuity be paid.

(v) That the resignations of the following teachers for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid.

David Donat (S), 1997 10 08

M. Edwart Grant (E), 1997 12 31

Robert Montgomery (S), 1997 11 30

(b) That the resignation of Patricia Barker, Secretary (Clerical & Technical Staff), for the purpose of retirement, effective 1997 09 30, be accepted with regret.

7. **LEAVING EMPLOYMENT** - Nil

8. **LEAVES**

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Anita Darrell (S), 1997 12 12 to 1998 04 09

Adele Schiedel (S), 1998 01 29 to 1998 08 31

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Judith Dalmer (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1997 12 31

Eileen Dartsch (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30 (.5)

Josephine Falletta (Social Worker, Professional Student Services Personnel), 1997 10 01 to 1998 03 31

Daniel Horne (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30

Dianne Kunz (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30

Joanne Pitilli (Library Secretary, Clerical & Technical Staff), 1997 09 01 to 1998 08 31

Tina Robinson (Secretary, Clerical & Technical Staff), 1997 08 25 to 1998 01 02

Derek Walker (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 04 30

Cheryl Weston-Shepherd (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30

Leave Extension

(a) That the requests of the following teachers for an extension of their Leave of Absence effective as shown, be granted:

Lynn Krusto (E), 1997 10 13 to 1998 08 31

Joanne McIntosh (E), 1997 09 01

Kenneth M. Smith (S), 1998 02 01 to 1999 01 31

Return from Leave of Absence

(a) That Michele Fairfield (S) be returned from a Leave of Absence, effective 1998 01 29.

(b) That Joan W. Dabor, Educational Assistant (Educational and Lunchroom Assistant Staff), be returned from a Leave of Absence, effective 1997 09 02 (.5).

Reduced Workload Leaves

(a) That the request of the following teachers for a Reduced Workload Leaves of Absence, effective 1997 09 01 to 1998 08 31, be granted:

Ruth Price (E) .8 to .5

Susan Schenk (E) 1.0 to .5

9. OTHERS - Nil

2. That the Report re Allocation of Secretarial Resources be received for information.

3. That the Report re Secondary Schools P.T.R. (Pupil Teacher Ratio) be received for information.

Respectfully submitted

Board Room
1997 09 11

G. DARBY
Chairman

**REPORT OF THE IN-CAMERA SESSION
OF THE PERSONNEL AND ORGANIZATION
COMMITTEE MEETING**

Present: Trustees Darby (Chairman), Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Lowe, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), S. Thompson (Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the Report on the Appointment of an Interim Financial Officer and Treasurer be referred back to the Officials for a refinement of the details for the sharing of services with the Wentworth County Board of Education.

2. That the Board send a letter to the Director of the Wentworth County Board of Education indicating that the Board is reconsidering the Plan as presented and that some of the reasons why be outlined.

Respectfully submitted

Board Room
1997 09 11

G. DARBY
Chairman

**REPORT OF THE
SPECIAL MEETING OF THE
OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), R. Binns (Superintendent of Human Resources), M. Quinn (Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the Verbal Report from the Officials regarding the correspondence from the Toronto Board of Education on "The Essential School - A Model for Public Education in Ontario" be received for information.

2. That the Report on Legal Billings - Visa Students be received for information and the following recommendation approved:

(a) That the outstanding balance be paid to Agro, Zaffiro, et al and that any additional fees, up to \$3,000, be paid when the Board receives the auditor's report on the recruitment of visa student project.

3. That the following recommendation in the Report of the Sesquicentennial Committee be approved:

(a) That the Committee accept with gratitude the \$2,000 contribution from Public Relations to cover some of the expenses for the Board's sesquicentennial celebration.

4. That the Report re Interim Financial Status Report - 1997 07 31 be received for information.

5. That the Board write a letter to the Minister of Education and Training expressing its support for the petition from the Essex County Board of Education regarding an education referendum on dual educational systems in Ontario.

6. That the 1996 11 20 minutes of the Special Education Advisory Committee (SEAC) not be included in the records of the Board as, due to a lack of a quorum, it was not a legally constituted meeting and that the Chairman of the Board write a letter to SEAC regarding the need to follow the rules of order as defined by the Board.

Clause 7. amended at Board.

7. That the following Report of the Policy Review Committee be approved:

(a) That the following Policy Statements and Operating Procedures be approved as presented:

NEW POLICIES

Purchasing - Lost at Board

It is the policy of the Hamilton Board of Education to support the concept of a central Purchasing Department as a means of obtaining the maximum value for each dollar expended, consistent with educational goals and recognized purchasing practices. All purchasing activity will be consistent with the Code of Ethics of the Purchasing Management Association of Canada (P.M.A.C.)

Tenders and Quotations - Lost at Board

It is the policy of the Board of Education for the City of Hamilton that:

(a) All purchasing of goods and services (including student transportation, professional fees-legal and audit services, leasing agreements and insurance) for the Hamilton Board of Education shall be obtained via verbal quotations, written quotations or formal tender according to the Board's dollar guidelines. All verbal, written quotations and tenders shall be received from a minimum of three suppliers, except when it is neither practical nor possible to obtain three prices (i.e. cases when the products are only available from a limited number of suppliers). Any tender or quotation arriving at the designated location after the closing time specified will not be accepted.

All purchasing is to be made under the following Board's dollar guidelines for tendering:

\$5,000.00 and under	-verbal quotation /Buyers discretion
\$5,001.00 to \$30,000.00	-formal quotation
\$30,001.00 and over	-formal tender

(b) Tenders for capital projects, defined as major building renovations, replacement of buildings, new construction, additions and transportation will be presented to the Board for approval.

NEW POLICY STATEMENTS**Accessibility**

It is the policy of The Board of Education for the City of Hamilton that:

(a) students, wherever possible, be accommodated in their home schools.

(b) in the provision of new buildings, additions and renovations, the Board will strive to meet the Ministry of Education's suggested requirements for disabled students as listed in Appendix 1.

(c) accessibility be given consideration in all renovations and building projects, and that appropriate stakeholders be included in the planning process.

Assault - Policy Against

It is the policy of the Hamilton Board of Education to investigate and act upon all reported acts of assault.

Attendance Management System

It is the policy of the Hamilton Board of Education to administer an Attendance Management System which tracks, monitors and reviews employee attendance.

The purpose of attendance management procedure is to emphasize the importance of good attendance through fair and consistent administrative practices.

Boundaries

It is the policy of the Hamilton Board of Education to permit students to be registered at the school within the defined attendance area as determined by their home address.

Registration of Student of Schools Outside the Defined Attendance Area - Referred to Operations and Finance Committee at Board

It is the policy of the Hamilton Board of Education that when students wish to register in a school outside their home school defined attendance area, the Principal shall follow the attached procedure.

Community Schools

It is the policy of the Hamilton Board of Education to provide community support programs at Robert Land School and Parkdale School.

Diagnostic and Resource Teams

It is the policy of the Hamilton Board of Education to have in each school a Diagnostic and Resource Team to review and make recommendations for programming for exceptional and at-risk students in collaboration with parents and, where needed, additional resource personnel.

Drug Education

It is the policy of the Hamilton Board of Education to provide:

- (a) a preventative curriculum to reduce the incidence of alcohol-related and other drug-related problems by encouraging students to choose behaviours which promote a healthy lifestyle
- (b) and procedures for drug-related incidents.

Early Identification - Admission Procedures for Junior and Senior Kindergarten - Referred to Operations and Finance Committee at Board

It is the policy of the Hamilton Board of Education to determine a child's learning needs early in the enrolment process for Junior and Senior Kindergarten. The teacher will conduct a home visit for JK and new students in SK and through observation and parent interview, prepare for the social, emotional, and educational needs of each student. Admission to Kindergarten is delayed for the purpose of the early identification of children's learning needs.

English as a Second Language

It is the policy of the Hamilton Board of Education to provide English as a Second Language/Dialect programs to meet the educational needs of students whose first language is not English.

Food Policy

It is the policy of the Hamilton Board of Education to promote availability of foods with good nutritional value within the school environment.

French Immersion

It is the policy of the Hamilton Board of Education that:

- the Hamilton Board of Education Early French Immersion program begin in senior kindergarten.
- the Hamilton Board of Education provide a continuous French Immersion program through to the O.A.C. level.
- students with some French competency wishing to enter French Immersion at a time other than senior kindergarten may request assessment.

Middle Schools

It is the policy of the Hamilton Board of Education to have a distinct educational program and school organization for the middle school learner.

Principal/Vice-Principal Selection Process

It is the policy of the Hamilton Board of Education to employ fair and objective practices for the selection of Principals and Vice-Principals.

Race Relations

It is the policy of the Board of Education for the City of Hamilton to promote an environment which reflects, respects and celebrates the racial, ethnic, cultural and religious plurality of our society.

Restraint Policy

It is the policy of the Hamilton Board of Education to intervene in order to limit a student from performing an action which would cause harm to him/herself and/or to others.

School Trips

It is the policy of the Board of Education for the City of Hamilton to support school trips as an extension of the educational program beyond the immediate school site that directly contributes to the education of students.

Security for All Board Sites and Education Centre Parking

It is the policy of the Hamilton Board of Education to provide security monitoring of all Board sites and to provide controlled access to the Education Centre building and parking lot.

Trustee Communications

It is the policy of the Board of Education for the City of Hamilton that Trustees may communicate through school newsletters to parents in their Ward.

REVISED/AMENDED POLICY STATEMENTS**Flying of the Flag**

It is the policy of the Hamilton Board of Education that

(a) the flag be flown every school day during school hours and be flown at half-mast on the special days listed:

- Remembrance Day
- death of a student, staff member or person known to the school and

(b) the flag at the Education Centre be flown at half-mast on the "Day of Mourning" (April 28 each year) to show our respect for this day.

Quarter Century

It is the policy of the Hamilton Board of Education to present a button or pin signifying long service in education and a social hour to all employees and members of the Board who have completed 25 years of service with the Hamilton Board of Education.

Staff Retirement Reception

It is the policy of the Hamilton Board of Education that a reception for retiring employees be held each year and that Trustees and Senior Officials be requested to attend.

DELETED

(b) That the following Policy Statement relative to "Textbooks - Selection and Purchase of Curriculum and Teaching Materials" be deleted:

It is the policy of the Hamilton Board of Education to approve the process for the selection and purchase of Curriculum and Teaching materials.

* * * * *

8. That the Verbal Update regarding the Ontario Member School Board Corporation be received for information.

9. That the Update - Workers Compensation Board (WCB) Ruling regarding Asbestosis be received for information and the following recommendation approved:

(a) That the Board initiate an appeal with the WCB to reconsider its ruling regarding asbestosis and that, concurrently, a claim be initiated and submitted to the Workers Compensation Appeal Tribunal (WCAT) regarding this matter.

10. That the Verbal Update regarding costing for the audit on the recruitment of Visa students be received for information.

Respectfully submitted

Board Room
1997 09 16

S. HILL
Chairman

**MINUTES OF THE SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 09 22

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Hicks, Hill, Johnstone, Lowe, Mulholland, Orban, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Johnston, MacDonald, Korz, Paquin, Patenaude and Desmarais.

Action taken by the Board is not recorded in this public record as per Section 207 (2) of the Education Act.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**MINUTES OF THE IN-CAMERA SESSION OF THE
MEETING OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 09 29

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Lowe, Johnston, MacDonald, Mulholland, Orban, Paquin, Patenaude and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

GENERAL

Report of the Special In-camera Meeting of the Operations and Finance Committee

Moved by Mrs. Hill, seconded by Mr. Darby: That the General Part of the Report of the Special In-camera Meeting of the Operations and Finance Committee be adopted. Carried.

Other action taken by the Board is not recorded in this public record as per Section 207 (2) of the Education Act.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE SPECIAL IN-CAMERA MEETING OF THE OPERATIONS AND FINANCE COMMITTEE

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald and Cunningham,

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Paquin, Patenaude and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), P. Gillie (Superintendent - Administrative and Operational Services) and M. Quinn (Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the Report re Sale of Onteora School be received for information and the following recommendations approved:

(a) That the Board of Education for the City of Hamilton take immediate action and notify, in writing and by registered mail, Helm Industries Inc. that the Board is prepared to accept a new offer to purchase the Onteora site and building.

(b) That the Board of Education for the City of Hamilton accept the offer from Jomar Development Corporation Inc. to purchase Onteora School - Site and Buildings Part of Lots 63 and 124, All of Lots 125 to 130 inclusive, Lots 61 and 62, Plan 572; Part of Lot 12, Concession 4, Township of Barton (Save and Except Parts 20 and 42), Reference plan 62R-1628 located at 243 Fennell Avenue East in the City of Hamilton, in the amount of \$460,000 if the condition in the Helm offer is not waived within the 10-day notice period and subject to approval or exemption from the Education Improvement Commission and that the funds realized from the sale be placed in Capital Reserves.

Respectfully submitted

Board Room
1997 09 29

S. HILL
Chairman

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 10 02

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Hicks, Mulholland, Orban, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary) and P. Gillie (Superintendent - Administrative and Operational Services).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Johnston, Johnstone, Korz, Hill, Lowe and Patenaude.

ELEMENTARY/SECONDARY

Report of the Special Meeting of the Personnel and Organization Committee

Moved by Mr. Darby, seconded by Mr. Stewart: That the Elementary/Secondary Part of the Report of the Special Meeting of the Personnel and Organization Committee be adopted.

Canon Rogers declared a conflict of interest and stated he would neither debate nor vote on the motion.

The motion was put to a vote and was Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Orban and Cunningham.

Also Present: Trustees Bishop, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary) and P. Gillie (Superintendent of Administrative and Operational Services).

The Committee recommends:

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective 1997 10 06, with salary according to the salary schedule:

Ivan Amodeo (E), .2

Tara Froats (E) .7

Pauline Hewak (E)

Elizabeth Houlios (E)

Susan Irwin (E)

Trevor Lawrence (E)

Kimberley Ormerod (E), .5

Heather Rex (S) 1/6 (1/3 Sem. 1 only)

Pamela Rogers (E)

Brenda Southward (E), .5

Stephen Yull (E), .5

Secondary - Replacements

Elementary - Replacements & Enrolment Growth

6. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective as shown, with salary according to the salary schedule:

Kathryn Brownlow (E), .5 to 1.0, 1997 09 29

Elisa Cesa (E), .5 to 1.0, 1997 09 29

Leigh Herbert (E), .5 to 1.0, 1997 09 29

Jeanelle Horlacher (E), .5 to 1.0, 1997 09 29

Lynn Lewis (S), 3/6 to 5/6 F.T. Sem. 1, 2/3 Sem. 2), 1997 09 22

Deanna MacKinnon (E), .5 to 1.0, 1997 09 29

Sandra Mitchell (S), 2/6 to 3/6 (F.T. Sem. 1 only), 1997 09 09

Sandra O'Reilly (E), .5 to 1.0, 1997 09 29

Joanne Restivo (S), 4/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2), 1997 09 22

Eleanor Shugan (E), .5 to 1.0, 1997 09 29

Kenneth Stone (E), .7 to .9, 1997 09 29

Diane Windsor (E), .7 to 1.0, 1997 09 29

Secondary - Replacements

Elementary - Replacements & Enrolment Growth

7. LEAVING EMPLOYMENT

(a) That the date 1997 10 03 for Mara Pini (E) to leave the employ of the Board, be approved.

8. LEAVES**Reduced Workload Leaves**

(a) (i) That the request of Katherine Conway (E) for a .5 Reduced Workload Leave of Absence, effective 1997 10 06 - 1998 08 31, be granted.

(ii) That David Jeffrey (E) be returned from a .5 Reduced Workload Leave of Absence, effective 1997 09 29.

Respectfully submitted

Board Room
1997 10 02

G. DARBY
Chairman

**MINUTES OF THE
BOARD OF EDUCATION**

Board Room
Education Centre
1997 10 16

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Binns (Superintendent of Human Resources), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Interim Superintendent of Schools), J. Tomlinson (Interim Assistant Superintendent of Program), K. Bain (Interim Assistant Superintendent of Schools), and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Desmarais and Patenaude.

A moment of silence was held in honour of the late Bob Churchill, Elementary School teacher and employee for 8 years and John Blackmore, Secondary School teacher and employee for 8 years.

The Chairman presented Certificates of Achievement to Cindy Froude and Victor Randazzo, Laidlaw 1997 School Crossing Guards of the Year, and Marilyn Legault, a teacher at Hess Street School and recipient of the Hamilton Women Teachers' Association's 1997 Diamond Jubilee Award and the Ontario Association of Junior Educators' 1997 Junior Education Recognition Award.

Harry (Buck) Sloat, former owner of Caledonia Transportation, presented the Chairman with a five volume set of books on Canadian, Ontario and Native History in appreciation for his involvement with the Board in the area of transportation and with the special needs students in particular.

The Chairman thanked Mr. Sloat for his donation.

Bob Jones and Jim O'Connor, Chairman and Executive Director respectively, of the Hamilton-Wentworth Industry Education Council, presented a framed certificate of appreciation for the Board's support as a founding member since 1981.

The Chairman in turn thanked Messrs. Jones and O'Connor for their efforts in supporting our students.

The Board meeting then recessed to permit a Special Meeting of the Personnel and Organization Committee to re-convene.

The Board meeting resumed at approximately 21:30 hours.

Moved by Mr. Gage, seconded by Mrs. Johnstone: That the minutes of 1997 09 18 and special meetings of 1997 08 26, 1997 09 04, 1997 09 09, 1997 09 29 and 1997 10 02 be approved. Carried.

The Secretary drew the members' attention to the correspondence attached to the agendas and asked for the members' wishes.

Moved by Dr. Johnston, seconded by Mr. Gage: That the resolutions from the Durham and Toronto Boards of Education regarding their concerns with Bill 136 be supported and that the Board send a similar letter.

When it was noted that the government has removed some of the more contentious aspects of the Bill 136, it was pointed out that there are employee groups that are still unhappy with the Bill.

Moved in amendment by Mr. Korz, seconded by Ms. Orban: That this correspondence be referred for consideration with Trustee Mulholland's Notice of Motion. Carried.

Trustee Orban asked the Secretary why a letter from the Lincoln Alexander School Council, addressed to the Secretary of the Board, was not on the Board Agenda.

Mr. Matier responded that the School Council had asked for clear direction about how was the Board going to address safety concerns if an illegal strike occurred. He felt it important to respond to their concerns rather than wait until it was presented to the Board.

The Chairman concurred noting that the response from the Director was copied to trustees for their information.

Trustee Orban stated the letter should have come formally to the Board whether or not it had received a response.

Moved by Mr. Darby, seconded by Ms. Orban: That the letter from Barton Secondary School Council regarding the state of disrepair of the Board building be referred to Superintendent Gillie for a response. Carried.

Moved by Dr. Johnston, seconded by Mr. Korz: That, in response to the 1997 09 29 letter from the Unions and Federations representing Board employees regarding Bills 136 and 160, a letter be sent from the Chairman or Secretary of the Board expressing our support for our employee groups and their desire to maintain and improve quality public education and that we recognize their concern but, at the same time, there are certain legal implications with which we were compelled to take note.

Some members stated their objection to the insinuation in the letter that the Board appears to be supporting the government's agenda to dismantle public education and recalled how difficult it had been to write sensitive letters to its employees and parents/guardians. Others offered that this Board has shown little support for employees' fight against these Bills and, without an official statement or voicing of our opinion, the government could assume that we accept their position.

One trustee pointed out that the Board members are elected by the people, some of whom agree with the direction the government is taking. Another trustee suggested the Board change its direction on the contingency plan and make a decision to close the schools if job action occurs.

Mr. Matier read the following from the Memo from the Ministry of Education and Training (attached to the agendas) addressed to Directors of School Boards: "... it is the responsibility of directors to ensure that schools are kept open during the school year. As leaders in your communities, you have the vital task of developing plans that will ensure the safety and security of your students; and of communicating those plans to parents, students and others.

In addition, you must ensure that all employees are fully informed of their legal and professional obligations."

Acknowledging that the Board had no choice but to send the letters as referenced, it was felt that the motion on the floor allows the Board to indicate its support for staff in their struggle against the Bills and their desire to preserve quality public education.

The motion was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mrs. Lowe: That the correspondence from the Ministry of Education and Training regarding the government's expectations during any illegal strike action be received and filed.

Referencing the excerpt from this correspondence read earlier by Mr. Matier, some trustees suggested that the direction in this correspondence does not represent the course of action the Board wishes to take. Mr. Matier indicated his interpretation of the correspondence was that it was supportive of what this Board has planned. While the intent is to keep the schools open, plans have been developed to address safety and security concerns as required. He believed a decision to close schools based on the latter considerations would be in concert with the direction in the Ministry's correspondence as well as in the Education Act.

Mr. Matier confirmed that he has been in contact with the local Ministry offices and they have confirmed the Board's contingency plans meet Ministry guidelines.

Citing that the Director is also responsible to the Ministry in certain areas, it was suggested that receiving and filing the correspondence was appropriate.

Trustee Johnston called the question and it was Carried.

The motion was put to a vote and was Carried.

Presentation of Reports

Program Committee - Mr. Stewart

Operations and Finance Committee - Mrs. Hill

Personnel and Organization Committee, regular and special -
Mr. Darby

Salary Committee - Mrs. Lowe

Moved by Mr. Stewart, seconded by Mrs. Johnstone: That the General Part of the Report of the Program Committee be adopted.
Carried.

Moved by Mrs. Hill, seconded by Ms. Orban: That the General Part of the Report of the Operations and Finance Committee be adopted.

Trustee Hill asked that Clauses 1. and 11. be voted on separately.

When Trustee Hill indicated she wished to make an amendment to Clause 1. (c), the Chairman noted that the recommendation in the Report is to delete that Clause from the Operating Procedures.

Trustee Stewart, stating he believed the sole intent of the Non-Profit Corporation is to hire non-teaching personnel, asked for a recorded vote on Clause 1.

Miss Bond confirmed the intent of this direction is to enhance the programs beyond what a teacher is qualified to teach; there is no intent to not hire teachers to teach in the areas for which they are qualified.

Other trustees spoke in opposition to the Clause, viewing the Corporation as a separate entity from the Board. Since goals and objections have not been well defined, it would be an initiative inflicted on the new school board if passed in its present form.

Moved in amendment by Mrs. Bishop, seconded by Ms. Orban: That the Operating Procedure be included in the official record. Carried.

Miss Bond, in response to a question, clarified that O.S.S.T.F., District 8, has concurred with Miss Bond's statement at the Committee meeting that their Executive supported the concept; however, it was at the Council that it did not receive support. They have apologized for the inadvertent misleading information in their letter to the trustees.

The Clause, as amended, was put to a recorded vote and was Carried. Those in favour: Trustees Bishop, Johnston, Johnstone, Rogers, Lowe, Korz, Orban, Hicks, Wall, Paquin, Hill, Darby and Cunningham; those opposed: Trustees Mulholland, Gage, MacDonald and Stewart.

Moved in amendment by Ms. MacDonald, seconded by Mr. Gage: That the word "Interim" be deleted from the Clause 11. Carried.

Trustee Johnston reported that the plaque has been cast and it is too late to effect the amendment.

The remainder of the Report, as amended, was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mr. Hicks: That the General Part of the Report and Special Report of the Personnel and Organization Committee be adopted.

Moved in amendment by Mr. Darby, seconded by Mr. Stewart: That the following recommendation, lost at the Special Meeting, be included in the report:

That the following recommendation of the Superintendent of Human Resources be approved:

3. Promotions

(a) That Robert McCann be appointed to the position of Manager, Administrative and Operational Services, on an interim basis, effective date to be confirmed (Grade 15, Probationary Administrative Staff) with salary according to the salary schedule.

Those in support of the amendment pointed out that this recommendation fills a vacancy on an interim basis and, referencing the debate at the Committee meeting, suggested the complaint process should proceed as normal. If a complaint is laid and is successful, the issue can be addressed at that time.

The motion was put to a vote and was Lost.

The Report was put to a vote and was Carried.

Moved by Mrs. Lowe, seconded by Mr. Stewart: That the Report of the Salary Committee be adopted.

Trustees Hill and Darby declared conflicts of interest relative to Clause 2. and stated they would neither debate nor vote on that Clause.

Trustee Darby clarified that he did not Chair that portion of the Salary Committee related to Clause 2.

Clause 1. was put to a vote and was Carried.

Clause 2. was put to a vote and was Carried.

Trustee Hill asked that it be recorded in the minutes that the Board recognizes and appreciates the hard work of Ms. Russon, Manager, Employee Relations, in reaching these agreements. Trustee Lowe added her praise for and admiration of the co-operative manner in which Ms. Russon fulfills the Chief Negotiator's role.

Recognizing that 23:00 hours was approaching, the Chairman called for a motion to continue the meeting past that hour.

Moved by Mr. Gage, seconded by Mrs. Wall: That the Board continue to meet past 23:00 hours. Lost.

In pursuance of his notice of motion given at the September meeting of the Board, it was moved by Mr. Mulholland, seconded by Mr. Gage: That the Board of Education for the City of Hamilton notify the Premier of the Province of Ontario in writing, that the Board opposes the enacting of Bills #136 and 160.

When Trustee Mulholland noted the reference to Bill 160 was not in his original notice of motion, the members supported that addition to the motion.

Noting the time remaining for the Board to meet this evening and the need for the recommendations of the Personnel and Organization Committee to be adopted, the Chairman allowed the following motion to be placed on the floor:

Moved by Mr. Darby, seconded by Mrs. Hill: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted. Carried.

Moved in amendment by Ms. MacDonald, seconded by Mrs. Bishop: That the Minister of Labour, the Minister of Education and Training, Hamilton Members of Provincial Parliament and Ontario School Boards also be notified in writing and that the Board's position be outlined. Carried.

The following motion was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Johnstone, Rogers, Lowe, Orban, Hicks, Wall, Paquin, Hill, Darby, Stewart and Cunningham; those opposed: Trustee Korz.

That the Board of Education for the City of Hamilton notify the Premier of the Province of Ontario, the Minister of Labour, the Minister of Education and Training, Hamilton Members of Provincial Parliament and Ontario School Boards, in writing, that the Board opposes the enacting of Bill 136 and Bill 160 and outlining the Board's position.

The meeting then adjourned. The Chairman announced that the Report of the French Language Section and the Elementary/Secondary Part of the Operations and Finance Committee would be considered at the November Meeting of the Board.

Adopted as presented.

.....
Chairman

**REPORT OF THE
PROGRAM COMMITTEE
NINTH REPORT**

Present: Trustees Stewart (Chairman), Bishop, Patenaude, Wall and Cunningham.

Also Present: Trustees Darby, Hicks, Johnston, MacDonald, Orban and Rogers.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), J. Tomlinson (Interim Assistant Superintendent of Program)

The Committee recommends:

GENERAL

1. That the Report re Evaluation of Sci-Phy Quest Summer Day Camp '97 be received for information and that Trustee support be given to organize Sci-Phy Quest for 1998, as soon as practicable.

2. That the Annual Report (September 1996 to June 1997) of the Supervised Alternative Learning for Excused Pupils (SALEP) program, including the Statistical Report, be received for information. (See Page 463)

Respectfully submitted

Board Room
1997 10 02

R. STEWART
Chairman

SUPERVISED ALTERNATIVE LEARNING EXPERIENCE PROGRAM

ANNUAL STATISTICS - 1996 - 1997

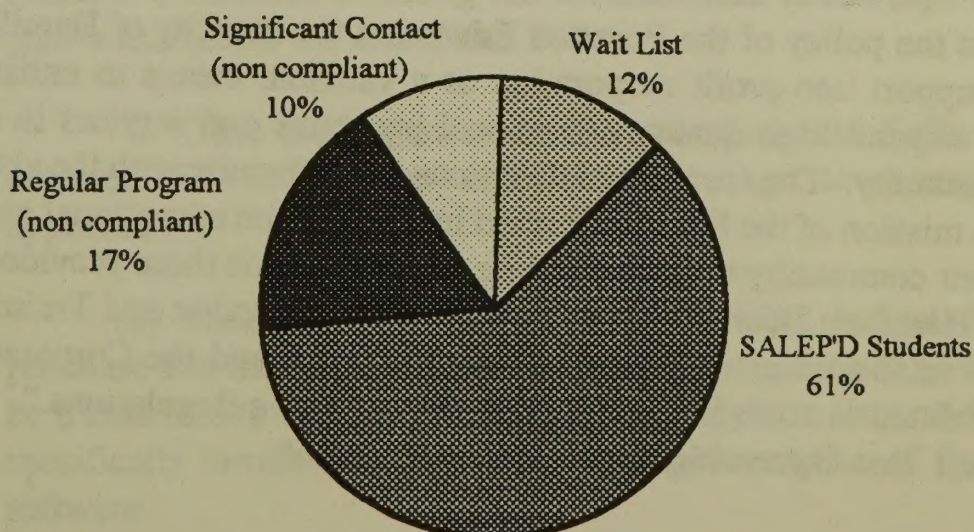
	Age 14 Male	Age 14 Female	Age 15 Male	Age 15 Female	Total
Applications	13	18	26	26	83
Applications Not Approved	0	0	0	0	0
Applicants Approved for SALEP	8	15	11	14	48
Applicants on Waiting List	5	3	15	12	35

PROGRAMS FOR APPROVED APPLICANTS - 48

Program	Male	Female	Total
Attended SALEP Centre	10	21	31
Full or Part-Time Volunteer Work	4	3	7
No Academic Component	1	3	4
Full or Part Time Work	3	0	3
Home Study	0	2	2
Independent Job Search	0	1	1
Total	18	30	48

GRADE LEVELS - APPROVED APPLICANTS - 48

	Age 14 Male	Age 14 Female	Age 15 Male	Age 15 Female	Total
ELEMENTARY Grade 7	0	3	0	0	3
Grade 8	2	2	0	1	5
SECONDARY Grade 9 - Vocational	2	3	3	1	9
Grade 9 - Composite	4	6	8	12	30
Grade 10 - Vocational	0	0	0	0	0
Grade 10 - Composite	0	1	0	0	1
Total	8	15	11	14	48



**REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE
NINTH REPORT**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative & Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

Clause 1. amended at Board

1. That the Report on the Policy regarding the Establishment of a Non-Profit Corporation be received for information and the following be approved:

(a) Policy Statement

"It is the policy of the Board of Education for the City of Hamilton to support non-profit corporation as a valuable means to enhance and expand high quality educational programs and services in our community. The corporation functions in conformity with the vision and mission of the Hamilton Board in meeting the educational needs of our community through funding sources outside those provided to the Hamilton Board through the Ministry of Education and Training. The relationship between the Hamilton Board and the Corporation is defined in accordance with the Administrative Regulations."

Note: See Operating Procedure on Page 468

(b) That the date of 1997 10 16 be shown as the approved date for the Policy and Authority.

(c) That the following clause under "Use of Available Property/Space" be deleted from the Policy Operating Procedures.

"The first right of refusal of a site owned by the Hamilton Board which is not being used as a school or for instructional purposes will be given to the corporation, in accordance with established Hamilton Board policies and procedures."

2. That the Report re Information and Privacy Commission Investigation (Update on Costing of Recommendations) be received for information.

3. That the Report re Freedom of Information (FOI) Activities, 1996-97 be received for information and the following recommendation approved:

(a) That an annual Freedom of Information report be brought back to the Operations and Finance Committee in October of each year.

4. That the Annual Report on Major Initiatives be received for information.

5. That the Director's Annual Report, 1996-97 be received for information and the following motion approved:

(a) That a report be brought back to the Operations and Finance Committee outlining the current status of arbitrations and grievances before the end of this Board.

6. That the Report re: Reserve for Financial Software be received for information and the following recommendation approved:

(a) That the funds set aside in the 1997 budget for the purchase and implementation of financial software, up to \$597,000, be transferred to the Integrated Information System Reserve for use specifically towards the purchase and implementation of financial software.

7. That the Report re Request from the City of Hamilton to construct a Creative Playstructure on Adelaide Hoodless School Property be received for information and the following recommendation approved:

(a) That the Board support the request by the City of Hamilton to enter into a joint land use agreement for the construction of a creative Playstructure on the property of Adelaide Hoodless School.

8. That the Correspondence from the City of Hamilton regarding 100 Locke Street South, Hamilton (referred at the 1997 09 18 Board) be referred to the officials for further information.

9. That the Correspondence from the Essex County Board of Education regarding Copyright Laws (referred at the 1997 09 18 Board) be referred to the officials.

10. That the following Report of the Special Education Advisory Committee be approved:

(a) That the Board of Education for the City of Hamilton support the position of the Special Education Advisory Committee regarding a letter being sent to the Ministry of Health expressing its concerns on the erosion of school health support services and that copies of this correspondence be sent to the local District Health Councils, Community Care Access Centre (CCAC), the Ontario Public School Boards' Association (OPSBA), the Provincial Special Education Advisory Committee and the Regional Office of Education.

Clause 11. amended at Board.

11. That the verbal update on the 150th Anniversary Plaque be received for information and the following motion approved:

(a) That the words "Interim Director" be removed from the 150th Anniversary Plaque.

Note: Board Meeting adjourned prior to consideration of Elementary/Secondary part of the Report. See November Board meeting for consideration of the recommendations.

Respectfully submitted

Board Room
1997 10 07

S. HILL
Chairman

NON-PROFIT CORPORATION

POLICY: It is the policy of the Board of Education for the City of Hamilton to support a non-profit corporation as a valuable means to enhance and expand high quality educational programs and services in our community. The corporation functions in conformity with the vision and mission of the Hamilton Board in meeting the educational needs of our community through funding sources outside those provided to the Hamilton Board through the Ministry of Education and Training. The relationship between the Hamilton Board and the Corporation is defined in accordance with the following Administrative Regulations.

AUTHORITY: Board 1997 10 17

ADMINISTRATIVE REGULATIONS:

GOVERNANCE OF THE CORPORATION

- 1) The applicants for the Letters Patent for the corporation shall consist of the Chairman of the Hamilton Board, the Director of Education and Secretary and the Superintendent of Program or successors and the applicants shall also hold the positions as founding members and Directors of the corporation.
- 2) The by-laws of the corporation shall make provision for the Hamilton Board to review and approve on an annual basis the composition of the membership of the corporation.
- 3) The corporation shall be accountable to the corporation's Board of Directors who are elected by the corporation's members.
- 4) The corporation shall make a progress report to the Hamilton Board or its replacement for information not less than twice annually.

FINANCIAL IMPLICATIONS

- 1) Once established, the corporation shall be self-sufficient.
- 2) The corporation shall repay any start-up costs incurred by the Hamilton Board.
- 3) The corporation shall have separate financial statements and separate audits.
- 4) The corporation shall present annually an audited financial statement to the Hamilton Board or its replacement for information.
- 5) The corporation shall not be in competition with the Hamilton Board for grant money.

USE OF AVAILABLE PROPERTY/SPACE

Notwithstanding the primary purpose of Hamilton school facilities to accommodate the instructional needs of students, the Hamilton Board will give consideration to the use of available property/space to the corporation under the following circumstances:

- 1) Any permanent improvement or capital costs to buildings or sites identified by the corporation for potential use will be subject to Hamilton Board approval.
- 2) Rental charges to the corporation for the use of available property/space will be in accordance with established Hamilton Board policies and procedures.
- 3) The corporation will make application for the use of instructional space that is available in an existing school through the appropriate principal and Superintendent, in accordance with established Hamilton Board policies and procedures.

**REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
NINTH REPORT**

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

The Committee recommends:

GENERAL

1. That the Report re Employee Assistance Program (EAP) be received for information and the following recommendation approved:

(a) That the EAP cap on maximum visits be lifted until the 1997 budget is exhausted.

2. That the following recommendations in the Report re Employee Assistance Program be tabled:

(a) That the Human Resources staff in the Hamilton Board meet with the Human Resources staff in the Wentworth County Board to review the type of service provided, with a view to creating a new plan to be proposed to the new Board at the end of the existing contracts held with current EAP providers.

(b) That the new Board issue a Request for Proposal (RFP) for an EAP provider commencing in 1998.

2. That the following recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS**

(a) That the effective date of the appointment of the following teachers to the term position of Project Team Consultant (.5), approved at a previous meeting, be changed to 1997 09 29:

Catherine Alchin (S)

Sharon Stephanian (S)

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. **RETIREMENTS**

(a) (i) That the resignation of M. E. Sheila Cornell, Assistant Caretaker (Caretaking & Maintenance Staff), for the purpose of retirement, effective 1997 08 01, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of Edna Shea, Assistant Caretaker (Caretaking & Maintenance Staff), for the purpose of retirement, effective 1997 12 31, be accepted with regret.

7. **LEAVING EMPLOYMENT**

(a) That the date, 1997 09 22, for Maureen Patricia Tait, Assistant Caretaker (Caretaking & Maintenance Staff) to leave the employ of the Board be approved.

8. **LEAVES** - Nil

9. **OTHERS** - Nil

* * * * *

3. That the Staffing Report - Full Time Equivalent Positions as of 1997 09 30 be received for information.

4. That the Report on Supply Teacher Usage be received for information.

5. That the following Report of the Supervised Alternative Learning for Excused Pupils Committee be approved:

(a) As the Supervised Alternative Learning for Excused Pupils Committee was encouraged by the positive information in the Annual Report of SALEP [September 1996-June 1997], that this Committee support expanding the SALEP program and increasing staff, when feasible.

6. That the verbal update on the PROFS message regarding "Reporting to Work" be received for information.

ELEMENTARY/SECONDARY

1. That the Report of the Principal/Vice-Principal Promotion Process Review Committee be received for information and the following recommendations approved:

(a) That the changes and refinements to the promotion process, as recommended by the Principal/Vice-Principal Promotion Process Review Committee, be received for information.

(b) That the Principal/Vice-Principal promotion process continue to be monitored and updated by the Principal/Vice-Principal Promotion Process Review Committee and that annual reports be made to the Personnel and Organization Committee.

(c) That the following membership changes to the present Selection Committee be approved:

FROM(current)	TO (recommended)
Director/Designate	
Superintendent of Schools	
Principal (H.P.A.)	Principal (H.P.A.)
Principal (H.S.S.P.C.)	Principal (H.S.S.P.C.)
Trustee (1)	Trustees (2)
Parent (1)	Community: Home and School (1) School Council (1)

2. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be appointed to the Probationary Staff, effective 1997 09 01, with salary according to the salary schedule:

Carolyn Stacey (E)

Jennifer Whitelaw (E)

(ii) That the appointment of Colleen Jokinen (E) to the Probationary Staff, approved at the 1997 08 26 meeting, be rescinded.

(b) That Cathy Pintwala be appointed to the Probationary Staff in the position of Speech/Language Pathologist (Professional Student Services Personnel), effective 1997 09 01 (.8), with salary according to the salary schedule.

Contract Compliance

2. PERMANENT STAFF APPOINTMENTS**Confirmation**

(b) That Janet Wynne be confirmed in the position of Social Worker, (Professional Student Services Personnel), effective 1997 09 01, with salary according to the salary schedule.

3. PROMOTIONS

(b) That Patricia Binkley be promoted to the position of Elementary School Secretary - Grade 8, 12 month (Clerical & Technical Staff), effective 1997 09 25, with salary according to the salary schedule.

Replacement**4. INTERNAL APPOINTMENTS - Nil****5. TIMETABLE CHANGES**

(a) That the timetable change of Sharon Kulpaka-Newman (E) from .5 to 1.0, effective 1997 11 03, be approved.

6. RETIREMENTS

(a) (i) That the resignation of Charles Boecker, Elementary School Principal, for the purpose of retirement, effective 1997 12 31, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

W. David Easton (S), 1998 01 28

Jean Kingston (E), 1997 12 31

Frank Vormittag (S), 1998 01 28

(iii) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret:

Robert Kelley (S)

Doreen B. Knowles (S)

(b) (i) That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Christina Reid, (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 12 31

(ii) That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

Beverly Bryce (Secretary, Clerical & Technical Staff), 1997 06 30

Rosemarie F. Ellison (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 06 30

Beverly R. Williams (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 08 31

7. LEAVING EMPLOYMENT

(a) That the date, 1997 12 05, for Kathryn Archer (E) to leave the employment of the Board, be approved.

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Lisa Bingleman (E), 1997 10 17 to 1998 08 31

Mary Jackman (E), 1997 10 17 to 1997 12 31

M. Eleanor Kellam (E), 1997 12 08 to 1998 05 29

Jackie Madigan (E), 1998 01 05 to 1998 08 31

(b) That the request of the following staff for a Leave of Absence, effective as shown, be granted:

Donna Beattie (Secretary, Clerical & Technical Staff), 1997 10 20 to 1998 06 30

Carol Renn (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 09 02 to 1998 06 30 (.5)

Kim Wilson (Secretary, Secondary School Clerical & Secretarial Staff), 1997 11 10 to 1998 05 08

Leave of Absence - Date Change

(a) That the dates of the Leave of Absence granted to Laura Di Matteo (E) at a previous meeting, be changed to: 1997 10 06 to 1998 06 05.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Margaret Barnes (E), 1997 09 01
Robin Boughan (S), 1997 09 01
Douglas Burton (E), 1997 09 01
Linda Cooper (E), 1997 09 01
Susan Crossgrove (E), 1997 09 01
Thomas J. Feeney (S), 1997 09 01
Angela Garofalo (E), 1997 09 01
David Hamilton (E), 1997 09 01
Audrey Hensen (E), 1997 10 16 to 1998 02 18
Sandra Holmes (S), 1997 10 20 to 1998 01 28
Robert Hutchison (E), 1997 09 01
Ellen Knapp (E), 1997 09 01
Jeannette Macynski (E), 1997 09 01
Beverley Mulkewich (E), 1997 09 01
Richard Murphy (S), 1997 09 01
Dale Obermeyer (E), 1997 09 01
Patricia Omatsu (E), 1997 09 01
Denise Raue (E), 1997 09 01
Henry Shedletzky (S), (1/3), 1997 09 01
Suzanne Solnik (E), 1998 01 01 to 1998 08 31
Brenda Stewart (E), 1997 09 01
Wendy Wilson (E), 1997 09 01

Leave of Absence - "Four Over Five"

(a) (i) That approval be granted for the request of Sam McMinn for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the 2001-2002 school year.

(ii) That approval be granted for the request of Norma Dreossi for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the first semester of the 1999-2000 school year.

(iii) That approval be granted for the request of Sharon Bray for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the first semester of the 1999-2000 school year.

(iv) That approval be granted for the request of Ann Pocq for a one year Leave of Absence under the Salary Holdback Plan ("Four Over Five") of the Secondary Collective Agreement for the 2001-2002 school year.

(v) That approval be granted for the request of Franz Weresch for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the second semester of the 2001-2002 school year.

(vi) That approval be granted for the request of Linda Charko for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Elementary Collective Agreement for the 2000-2001 school year.

(vii) That approval be granted for the request of Eileen Shannon for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the first semester of the 1999-2000 school year.

Reduced Workload Leaves

(a) That the request of Andrea Bradshaw (E) for a .5 Reduced Workload Leave of Absence, effective 1997 11 03 to 1998 08 31, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Andrea Bradshaw (E), 1997 11 03 (.5)

Mary E. Elliott (E), 1997 11 03

Virginia A. Hewick (E), 1997 10 31

(b) That Anna DiFazio (Speech/Language Pathologist, Professional Student Services Personnel) be returned from a Leave of Absence, effective 1997 10 14.

9. OTHERS**Loan of Service**

(a) That the request of Barbara Burns (E) to extend her Loan of Service with the Department of National Defence, effective 1998 09 01 to 1999 08 31, be granted.

Panel Transfers

(a) (i) That the request of John Bradley to transfer from the Secondary Panel to the Elementary Panel, effective 1997 09 01, be granted.

(ii) That the request of Harland Izatt to transfer from the Elementary Panel to the Secondary Panel, effective 1997 09 01, be granted.

Deaths

(a) We regret to announce the deaths of the following teachers on the dates shown:

John Blackmore (S), 1997 09 28

Robert Churchill (E), 1997 09 26

Respectfully submitted

Board Room
1997 10 09

G. DARBY
Chairman

REPORT OF THE SALARY COMMITTEE

Present: Trustees Darby (Chairman), Hill, Stewart and Cunningham.

Official Present: D. Russon (Manager, Employee Relations).

The Committee recommends:

GENERAL

1. That the Board ratify the terms and conditions of the Memorandum of Agreement reached with the Office and Professional Employees' International Union, Local 527, representing Educational Assistants and Lunchroom Assistants as presented (see page 481).

2. That the Board ratify the terms and conditions of the Memorandum of Agreement reached with the Elementary Branch Affiliates as presented (see page 497).

Respectfully submitted

Committee Room
1997 10 09

GRANT DARBY
Chairman

**MEMORANDUM OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON AND
THE OFFICE AND PROFESSIONAL EMPLOYEES'
INTERNATIONAL UNION,
LOCAL 527
(representing Educational Assistants
and Lunchroom Assistants)**

- (1) The parties agree that the terms of this Memorandum shall constitute full settlement of all matters in dispute.
- (2) The undersigned representatives agree to recommend acceptance of the terms of this memorandum of agreement to their respective principals.
- (3) The term of the Collective Agreement shall be from April 1, 1996 up to and including June 30, 1998.
- (4) All terms and conditions shall be applicable effective date of ratification, unless otherwise specified.
- (5) Any obvious errors or omissions in this document will be corrected in accordance with the negotiations and agreements reached between the parties.
- (6) Any required renumbering, due to the addition of clauses or articles, will be carried out when organizing the new Collective Agreement.

Dated at Hamilton this 8th day of October, 1997.

**ON BEHALF OF
O.P.E.I.U., LOCAL 527**

**ON BEHALF OF THE BOARD
OF EDUCATION FOR THE
CITY OF HAMILTON**

2.03 From Board Proposal

Delete "Effective the 1992-93 school year" in first line of 2nd paragraph.

2.03 Amend 2nd sentence in 1st paragraph to read and insert a new 3rd sentence:

A temporary employee shall be paid \$15.07 per hour. After the completion of two (2) weeks in the same assignment, the employee will be paid the rate of pay for the assignment retroactive to the date the assignment commenced.

2.05 New - Volunteers

No member of the bargaining unit on probationary or permanent staff shall be laid off or suffer a reduction of or a change in normally scheduled hours of work as a result of the use of volunteers.

8.05 From Union Proposal

Withdraw

9.01 (a) New second paragraph.

A probationary employee whose services are terminated as a result of redundancy while serving the probationary period and who is reassigned to employment within a period of twelve (12) months, shall finish serving the probationary period at the point at which the employee was terminated.

9.01 (a) From Union Proposal

Withdraw

9.01 (c) (i) & (ii) From Union Proposal

Delete

Renumber subsequent articles.

9.01 (c) From Union Proposal

Withdraw.

9.04 (g) From Union Proposal **NEW**

if the employee accepts a position outside of the bargaining unit which exceeds twelve (12) months in duration.

ARTICLE 10 - LAYOFF AND RECALL

10.01 Wherever possible, the Board will notify permanent employees who are to be laid off thirty (30) days prior to the effective date of lay-off. This article will not apply to natural break periods during the school year or in the event of a labour dispute with another bargaining unit within the Board.

10.02 (i) In the event of layoff employees shall be laid off in the following order:

- (a) casual and temporary employees;
- (b) probationary employees beginning with the most recently hired;
- (c) permanent employees in order of seniority beginning with the most junior employee.

10.02 (ii) seniority shall be used in its reverse order, as specified in (i) above, except that a seniority employee may be retained out of order of seniority where there is no other permanent employee who is qualified to perform the work of the junior employee.

(iii) An employee may be retained out of order to seniority as specified in sub-section (i) above, if there is no employee with greater seniority subject to layoff who is qualified and capable of performing the duties of the position.

10.03 Surplus and Redundancy

(a) "Surplus" shall be defined as an employee who has been declared surplus to a school or program and who is available for transfer.

(b) In the event of surplus and redundancy the most junior employee in a school or program shall be declared surplus and available for transfer.

(c) Notwithstanding (b) above, an employee may be retained out of order of seniority subject to program need. Examples of program needs include autistic, intervenor, proficiency in sign language and braille.

10.04 A senior employee shall have the right to displace the most junior employee in the same classification group, providing the employee is qualified and capable of performing the duties.

If the employee is the junior employee in the classification group the employee will have the right to displace the most junior employee in the next lower classification group, providing the employee is qualified and capable of performing the duties.

Positions with the same maximum wage rate shall be considered in the same classification group for purposes of this Article.

10.06 No new employee shall be hired as a probationary employee until all seniority employees on layoff who are qualified and capable of performing the duties of the position have been offered the opportunity of recall.

10.07 Before the Board employs a person from outside staff, an employee on layoff and subject to recall shall, for a period of twelve (12) months commencing from the date of layoff, be given first consideration to perform supply work or to fill a temporary assignment within the bargaining unit, providing the laid off employee is qualified and capable of performing the duties. The laid off employee shall be required to advise the Human Resources Department from time to time as to the employee's availability for such work. This preference shall be lost if the employee refuses a temporary assignment.

10.08 If a seniority employee subject to layoff or recall refuses an offer of employment on the regular staff under these procedures, the Board shall have no further obligation to the employee under the Collective Agreement.

10.09 It shall be the duty of all employees and/or laid off persons to notify the Human Resources Department promptly, in writing, of any change of address. If an employee or laid off person should fail to do this, the Board will not be responsible for failure of a notice to reach the employee and any notice sent by the Board by registered mail to the address which appears on the Board's personnel records, shall be conclusively deemed to have been received by the employee or laid off person.

The Board shall notify the Union as to the names of all bargaining unit employees who have been laid off or recalled under these procedures.

Some renumbering will have to be done.

10.05 A permanent employee who is given notice of lay-off may, in writing, waive the right of recall, and receive a severance allowance equal to one (1) week's salary for each year of service, up to a maximum of twenty-six (26) week's pay. The Board shall have no further obligation to an employee who elects to receive a severance allowance instead of retaining the right of recall.

ARTICLE 11 - JOB POSTING

11.01 Amend to read:

The Board shall post existing vacancies three (3) times per year. The posting dates will be as follows:

(i) On or before November 15th, for assignments to commence on January 1st.

(ii) On or before February 15th, for assignments to commence after the March Break.

(iii) On or before June 15th, for assignments to commence on September 1st.

12.01 From Union Proposal

Withdraw

12.03 NEW

When an employee is to be discharged, the employee shall:

- (a) be so advised by a senior member of management;
- (b) be advised of the time and place of the termination meeting;
- (c) be accompanied by the Chief Steward or designate
- (d) be given the reasons for the discharge at such termination meeting.

Renumber subsequent articles**15.04 From Board Proposal**

Delete "Effective the 1992 vacation year".

15.06 From Board Proposal

Delete "Effective the 1992 school year".

ARTICLE 16 - EMPLOYEE BENEFITS

16.01 (a) Amend Vision Care to read - effective January 1, 1998 - \$200. every two years and include Hearing Aids - \$500. every five years.

16.01 (c) (i) New. Renumber subsequent articles:
Effective the first of the month following date of ratification, the Extended Health Plan to be amended to include a dispensing fee cap of \$7.00 per prescription.

16.01 (c) (ii) Effective the first of the month following date of ratification, coverage under the dental plan for basic checkups shall be increased to nine (9) months.

16.04 (a) Effective January 1, 1998 - ODA rate increased to the 1995 ODA

16.04 (b) New - Major Restorative

Effective January 1, 1998, the Board agrees to implement major restorative benefits for members of the bargaining unit. The Board shall contribute 50% of the premium cost for an employee regularly employed for more than twenty (20) hours per week. The Board's premium contribution will be pro rated accordingly for an employee working less than twenty (20) hours per week. The plan will reimburse a claimant 75% of the cost of the insured services (based on the 1995 ODA rate schedule) with benefits limited to \$2,000. per person per year. The member shall pay the remainder of the premium cost through payroll deduction.

16.04 (c) New - Orthodontics

Effective January 1, 1998, the Board agrees to implement orthodontics benefits for members of the bargaining unit. The Board shall contribute 50% of the premium cost for an employee regularly employed for more than twenty (20) hours per week. The Board's premium contribution will be pro rated accordingly for an employee working less than twenty (20) hours per week. The plan will reimburse a claimant 50% of the insured services (based on the 1995 ODA rate schedule) with benefits limited to a lifetime maximum of \$2,000. per person.

16.06 Add as second sentence.

The Board will continue its current practice of providing O.P.E.I.U., Local 527 with staffing information which will effect an employee's eligibility for L.T.D.

16.07 New

The Board shall provide the Union with a copy of each master policy which covers the benefit plans outlined in Article 16.

ARTICLE 17 - LEAVE OF ABSENCE**17.01 From Union Proposal**

Change "five (5) months" to read "one (1) year".

17.02 NEW

Upon request, the Board may consider extending a personal leave of absence without pay for a period up to an additional one (1) year. Such request must be received by the Board not less than four (4) weeks prior to the end of the original leave. Such request shall not be unreasonably withheld.

Renumber subsequent articles.

17.04 Delete and replace with Letter of Intent #7 (Bereavement Leave).

ARTICLE 18 - PREGNANCY AND PARENTAL LEAVE**18.03 (a) New. Renumber subsequent articles.**

The Board shall grant a extension to an employee who applies for an extended parental leave of absence, without pay, up to a maximum of one (1) year. Such request must be submitted in writing to the Board at least four (4) weeks prior to the scheduled end of the parental leave, indicating the start and end dates of the extended parental leave.

18.04 New. Renumber current 18.04 and 18.05

Upon an employee's return to work from an extended parental leave the Board shall reinstate the employee to a comparable position.

18.04 Correct spelling of word "end".

Some renumbering will have to be done.

Renumber subsequent articles.**20.02 From Union Proposal**

Amend to read:

An employee who returns to work within one (1) year of the date the employee ceased to work because of illness or disability shall, be reassigned to the employee's former position, if it still exists, or to a comparable position if it does not, no later than September 1st following the employee's return to work providing the employee is capable of performing the duties.

ARTICLE 25 - TRAVEL ALLOWANCE

25.01 Employees who are required to travel to one or more schools during the course of a day as part of their regular job duties will be covered BY the Board's travel allowance policy.

ARTICLE 26 - OPERATING PROCEDURE SP - 22

26.01 Add as second sentence.

All new employees (temporary and permanent) shall be instructed in the proper use and disposal or personal protective equipment.

ARTICLE 27 - HEALTH & SAFETY - New Article. Renumber subsequent articles

27.01 The Board agrees to provide safe and healthful conditions of work for its employees and to carry out all of its duties and obligations under the Occupational Health & Safety Act and its Regulations.

27.02 The Union agrees to assist the Board in maintaining proper observation of occupational health and safety rules.

27.03 The Board and the Union agree that the Guidelines for the Structure and Function of the School Joint Health and Safety Committee shall be attached to the Collective Agreement for information

ARTICLE 28 - JOB CLASSIFICATION AND RECLASSIFICATION - New.**Renumber subsequent articles.**

28.01 The Job Evaluation Plan dated January 1990, as practiced by the Board of Education for the City of Hamilton shall be used in the classification of new positions created by the Board and to re-evaluate positions where skills, effort, responsibilities and/or working conditions have changed.

28.02 (a) When the Board creates a new position, the Board shall:

- i) establish the salary grade using the Job Evaluation Plan
- ii) provide the Union with the new job description
- iii) advise the Union of the assigned salary grade

NOTE: Within one (1) year of the Board creating a new position either party may initiate a review of the new position by referring the position in question to the Job Evaluation Committee outlined in clause 28.02 (b).

28.02 (b) If the Board substantially changes the skills, effort, responsibilities or working conditions of a position the parties shall:

(i) establish a Job Evaluation Committee consisting of two (2) representatives of the Board and two (2) representatives of the Union, to review the job description, collect the job data through the use of the Position Description Questionnaire (PDQ), interview the incumbent(s) presently holding the position and determine if a change in salary is required. Decisions of the Job Evaluation Committee shall be reached through consensus.

28.02 (b) (ii) the incumbent will submit a written request to the Union for evaluation of a position, identifying all significant changes in the position since the previous evaluation. Upon approval of the Union, a revised PDQ will be submitted to Employee Relations.

(iii) submission for re-evaluation will be submitted to Employee Relations prior to December 31.

(iv) evaluation will take place prior to March 1.

(v) positions will not be re-evaluated for salary purposes within two (2) years of the last evaluation made by the Job Evaluation Committee. Positions may be brought forward at an earlier date if the Board has undertaken restructuring which would significantly alter the skill, effort, responsibilities or working conditions of the job.

28.03 Within ten (10) working days of the Job Evaluation Committee making a decision regarding the position referred to it, Employee Relations shall inform, in writing, the employee(s) of the results.

28.04 Any changes in salary grade as a result of re-evaluation will be effective the first day of the month following the evaluation. An employee who suffers a decrease in salary level as a result of Job Evaluation, shall receive the maximum salary for the lower classification

ARTICLE 30 - TERM OF THE AGREEMENT (currently Article 27)

30.01 Amend to read:

This agreement shall remain in force from April 1, 1996 until June 30, 1998 and shall thereafter continue for a further period of one (1) year unless either party shall give notice to the other not more

.....

31.01 **NEW** From Union Proposal with amendments. (Number will probably change in final Collective Agreement)

The Union may use bulletin boards which are already in schools to post notices of interest, provided however, that such notices pertain only to recreational or social activities, notices of Union meetings or notices of the results of Union elections.

Appendix B - Sick Leave**8. New. Renumber subsequent clauses.**

The Director of Education or designate may grant a leave of absence to an employee for reasons other than illness up to a maximum of three (3) working days in each school year without deduction of salary and any such absence or so much thereof possible shall be deducted from the employee's sick leave account.

Appendix "D" From Board Proposal

Delete #9 and renumber subsequent clauses.

Letter of Intent on Utilities (To be numbered later)

In the event that utilities in the school (heat, hydro or water) are to be shut off for an extended period of time during the working day, school representatives will consult with the Superintendent of Human Resources or designate, to determine whether under the conditions, work should be cancelled for the day or other arrangements made.

Any other arrangements made by the Board shall not involve an extension of the regular working hours on any day (i.e. 8:30 a.m. to 4:30 p.m.) unless the regular school day for students is changed.

The Board shall exercise its discretion in a reasonable manner and the arrangements made shall not result in a loss of earnings or transfer of lost hours to another day.

NOTE: A letter from the Director to Principals regarding utilities will also be attached to the Collective Agreement. This letter will be similar to the one attached to the new Collective Agreement of the O.P.E.I.U. Local 527 Office and Clerical Staff.

Letter of Intent #6 From Board Proposal

Handling and Restraining Children ~~DELETE~~

Delete current Letter of Intent #7 - Bereavement Leave.

General Terms

1. Gender neutral language will be used throughout the Collective Agreement.

**Letter of Agreement Between
The Board of Education for the City of Hamilton
and
O.P.E.I.U., Local 527**

Re: INCLEMENT WEATHER

In the event that the schools are closed as a result of inclement weather and/or poor road conditions the following provisions will apply:

1. School Closing Announced by 7:00 a.m.

If a school building is officially closed, employees shall not be required to report to work.

2. School Closings During the Day.

The normal expectation is that the Principal will allow employees of the bargaining unit to leave the school within thirty (30) minutes after the official school closing time.

3. Any absence from work by an employee of the bargaining unit as a result of this procedure shall be without loss of salary.

4. Any temporary employee scheduled to work on a day the work location is closed, shall be paid the amount for the scheduled assignment.

Signed at Hamilton this 8th day of October, 1997.

ON BEHALF OF THE UNION

ON BEHALF OF THE BOARD

**Letter of Agreement
Between
The Board of Education for the City of Hamilton
and
O.P.E.I.U., Local 527**

Re: Professional Activity Days

From the date of ratification until June 30, 1998, Educational Assistants will continue to be permitted to participate in the school programs on four (4) Professional Activity days, inclusive of the last school day in June. Such participation shall be with pay.

Signed at Hamilton this 8th day of October, 1997.

ON BEHALF OF THE UNION

ON BEHALF OF THE BOARD

**Letter of Agreement
Between
The Board of Education for the City of Hamilton
and
O.P.E.I.U., Local 527**

Re: Hours of Work

1. From date of ratification until June 30, 1998, the Board agrees that it will maintain its current practice relating to hours of work for Educational Assistants.
2. Effective January 1, 1998, the hours of work for Educational Assistants - Itinerant Speech Language and Educational Assistants - Orthopaedic will be thirty-five (35) hours per week.

Signed at Hamilton this 8th day of October, 1997.

ON BEHALF OF THE UNION

ON BEHALF OF THE BOARD

Letter of Understanding - Travel Time

Human Resources Services agrees to contact the Principals of the schools to request that Educational Assistants, who are required to travel to another school as part of their regular assignment, be allowed a flexible schedule. Such schedule will allow up to twenty (20) minutes travel time which is outside of the one half hour (1/2) lunch period.

Letter of Intent - Staff Relations

The parties agree to establish a Staff Relations meeting within thirty (30) days of ratification of the Collective Agreement to discuss the following issues:

1. Transporting of students.
2. Training.

Part B, Section 4 - Salary on Displacement

An employee, who is transferred to a position at a lower classification as a result of displacement procedures, shall be paid the appropriate salary for the new classification level. An employee who suffers a decrease salary level as a result of displacement procedures, shall receive the maximum salary for the lower classification.

**MEMORANDUM OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
THE ELEMENTARY BRANCH AFFILIATES**

- (1) The parties agree that the terms of this Memorandum shall constitute full settlement of all matters in dispute.
- (2) The undersigned representatives agree to recommend acceptance of the terms of this memorandum of agreement to their respective principals.
- (3) The term of the Collective Agreement shall be from September 1, 1996 up to and including August 31, 1998.
- (4) All terms and conditions shall be applicable effective date of ratification, unless otherwise specified.
- (5) Any obvious errors or omissions in this document will be corrected in accordance with the negotiations and agreements reached between the parties.

Dated at Hamilton this 9th day of October, 1997.

**ON BEHALF OF THE
ELEMENTARY BRANCH
AFFILIATES**

ON BEHALF OF THE BOARD

Article 3 - General Terms

3.06 The Hamilton Teachers' Federation Co-Chairs are the presidents of the Branch Affiliates. The Collective Bargaining Committee Chairperson is a member of the Branch Affiliates who serves as Chief Negotiator.

Article 4 - Management Rights

4.02 There will be no discrimination against a teacher for any reason including race, ancestry, place of origin, colour, religion, sexual orientation, gender, age, family status, creed, ethnic origin, citizenship, record of offenses, marital status or handicap in accordance with the Ontario Human Rights Code.

4.03 Prior to the commencement of negotiations the Board will provide the Branch Affiliates with:

- (a) a statement of the current approved operating budget and expenditures,
- (b) data on salaries, allowances and a scattergram for elementary teachers,
- (c) participation in each benefit plan and benefit plan rates,
- (d) data on teacher complement and pupil enrolment,
- (e) number of teachers on probationary contracts.

Article 5 - Postings

5.02 New Add to clause (b)

The candidate will be informed in writing as to the specific reason(s) for removal.

5.04 (e) (i) Replace "in writing" with "on the appropriate Human Resources form".

Article 9 - Improved Qualifications

9.01 (a) (ii) Remove "Associate Director" and replace with "Superintendent of Human Resources".

Article 10 - Positions of Responsibility

10.03 Amend to read Team Leaders and Co-Ordinator of Staffing.

Article 12 - Allowances for Degrees and Diplomas

12.01 Add reference to Team Leader and Co-Ordinator of Staffing

Article 13 - Employee Benefits

13.01 (d) Delete "Effective first of the month following date of ratification".

13.01 (e) NEW:

Effective November 1, 1997, the following amendments will be incorporated into the Extended Health Care and Dental Plans:

Extended Health - Massage Therapy - capped at \$10 per visit to a maximum of \$225/benefit year.

Dispensing Fee - capped at \$7.00 per prescription.

Dental Coverage - Recall every nine (9) months.

Effective April 1, 1998 - Vision Care increased to \$250/2 years

13.04 Delete "Effective first of the month following date of ratification".

13.09 Dental Plan

(a) Effective April 1, 1998 - amend to the 1995 ODA rate.

13.09 (b) Effective April 1, 1998 - amend to the 1995 O.D.A.

13.09 (c) Effective April 1, 1998 - amend to the 1995 O.D.A.

13.09 (d) Effective April 1, 1998 - amend to the 1995 O.D.A.

Article 20 - Working Conditions

20.01 (a) The Board will staff the system up to a full-time equivalent ratio of 16.88 pupils to one (1) full time equivalent teacher based on the Board's enrolment in Grades 1 to 8 on October 1st, excluding Senior Kindergarten, Junior Kindergarten, JK/SK Blended Classes, Section 27, Developmentally Delayed and Co-ordinators, Team Leaders and Consultants. By October 1st, the Board will make staffing adjustments based on actual enrolment.

20.01 (b) - as in current agreement

20.01 (c) On October 1st, the average class size for Senior Kindergarten shall not exceed 22.4. In no case shall the class size exceed 28.

20.01 (d) On October 1st, the average class size for Junior Kindergarten shall not exceed 19.8. In no case shall the class size exceed 23.

20.01 (e) On October 1st, the average class size across the system for Junior Kindergarten/Senior Kindergarten (Blended Classes) shall not exceed 21. In no case shall the class size exceed 25.

20.02 (a) The city wide average class size by division shall not exceed:

(1) Primary	- 25.82
(2) Junior	- 27.28
(3) Intermediate	- 28.69

20.02 (b) The city wide average class size by division for Compensatory Education schools will not exceed ninety per cent (90%) of the average class size by division as listed in 20.02 (a).

Article 29 - Personnel Files and Evaluation Reports

29.01 It is understood that the Board shall maintain the confidentiality and security of all personnel files or records or personal information of any description in the possession of the Board or its agents. The Board will not disclose any personal information with respect to any teacher to any person outside the Board administration without the permission of the teacher.

It is understood that the file and its contents are the property of the Board and any parts thereof may be removed from the file.

A teacher shall have access to examine the personnel and evaluation files of the teacher upon prior arrangement with the Human Resources Department or the Principal. The teacher may request and receive a copy of any material relating to the teacher contained in the file.

(New 29.01 replaces current 29.01).

29.02 (b) Principals, Vice-Principals and Supervisory Officers are the only personnel authorized to evaluate teaching staff.

(Current 29.02 (b) becomes (c).)

Article 30 - Term of the Agreement

30.01 This agreement shall come into force and take effect on the first day of September 1996 and shall remain in force until August 31, 1998. (Remainder of article as in existing agreement).

Letter of Intent #1 - Re: Noon Hour Supervision

Recognizing that it is desirable for teachers to be free from supervisory duties during the noon hour period, the Board agrees that it shall continue, according to present policy, to provide personnel other than teachers to supervise students in school lunchroom programmes during the noon recess.

Letter of Understanding #3 - T.R. Teachers Level Placement Provision - Delete**Letter of Understanding #5 - Sick Leave Provisions**

The parties agree that during the lifetime of this Collective Agreement the present sick leave provisions and entitlements contained in Appendix "A" shall continue in force.

Term Probationary Teachers

- (a) When it is necessary for the Board to hire a teacher to replace a teacher whose absence is known in advance to extend or comes to extend into the following school year, such a teacher shall be hired on the standard form of probationary contract (Form 2) prescribed in the Education Act.
- (b) The period of employment of such a teacher shall be for less than a year.
- (c) A teacher hired in such circumstances, to be known as a "term probationary teacher", shall be covered by all the terms and provisions of the Collective Agreement as they apply to probationary teachers hired in the usual manner including, but not limited to matters of salary, grid placement and payment, sick leave crediting and accumulation, benefits, seniority, layoff and recall.
- (d) A written Letter of Agreement, as set out in Appendix A stipulating the mutually agreed termination date of employment of a teacher hired on such a contract shall be signed by the Board and the probationary teacher, and forms part of this collective agreement. A copy of the Letter of Agreement shall be forwarded to the President of the Branch Affiliate.
- (e) Should the teacher, whom the term probationary teacher is replacing, not return to active employment by the mutually agreed termination date, the parties may agree to amend the mutually agreed termination date stipulated in the Letter of Agreement.

(f) All service performed and rights gained by a teacher while employed as a term probationary teacher shall be recognized as counting towards fulfilling the requirements for completion of a probationary contract (Form 2) prescribed in the Education Act and shall accrue to the benefit of the teacher should the teacher's employment be continued by the Board as a probationary or permanent contract teacher on an uninterrupted or interrupted basis provided they offer no greater advantage than that which would accrue to teachers who were not employed as term probationary teachers.

APPENDIX A

**LETTER OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
THE ELEMENTARY BRANCH AFFILIATES**

In Respect of the Employment of a Probationary Teacher

1. This Agreement confirms that _____ is hired to replace _____ until _____, _____ or the latter's return to active employment, whichever is the earlier, whereupon this Agreement will terminate by mutual consent of the parties.

2. Specific terms and conditions of employment applicable to this term employment are set out in the Collective Agreement between the parties.

Executed by the Parties at _____, Ontario this _____ day of _____, _____.

For The Board

Term Probationary Teacher

**LETTER OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
THE ELEMENTARY BRANCH AFFILIATES**

RE: Vice-Principal Complement

The parties agree that there will be 22 f.t.e. vice-principals during the period September 1, 1996 until August 31, 1998.

Dated at Hamilton this 9th day of October, 1997.

**ON BEHALF OF THE
BRANCH AFFILIATES**

ON BEHALF OF THE BOARD

**LETTER OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
THE ELEMENTARY BRANCH AFFILIATES**

Re: Hours of Insurable Employment - Method of Determination

The undersigned parties have considered Section 10 of the regulation set out in the Canada Gazette, Part II, Vol. 130, No. 14 pertaining to Section 55 of the Employment Insurance Act. Section 10 provides methods so that the employer can complete the Record of Employment for workers not paid on an hourly basis.

The parties agree, under 10 (2) of this regulation that for the sole purpose of reporting the hours of insurable earnings required under the Employment Insurance Act, that full-time teachers shall be deemed to have worked seven (7) hours each work day they are employed. Part-time teachers shall be deemed to have worked hours per day that are pro-rated accordingly.

Dated at Hamilton this 9th day of October, 1997.

**ON BEHALF OF THE
BRANCH AFFILIATES**

ON BEHALF OF THE BOARD

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the following recommendations of the uperintendent of Human Resources be approved:

3. PROMOTIONS

(a) That the position of Budget Manager be filled by Denise Dawson, on an interim basis, until either an agreement is reached with the Wentworth County Board of Education on the financial administrative plan or the new structure for Senior Administration is in place.

Replacement

7. LEAVING EMPLOYMENT

(a) That the date of 1997 10 15 for John Lloyd, Caretaker (Caretaking and Maintenance Staff) to leave the employ of the Board be approved.

2. That the following recommendation of the Director of Education and Secretary be approved:

(a) That the resignation of Richard Binns, Superintendent of Human Resources for the purpose of retirement, effective 1997 10 31, be accepted with regret and the Board's gratuity be paid.

Respectfully submitted

Board Room
1997 10 16

G. DARBY
Chairman

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 11 06

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Lowe, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), L. Veerman (Acting Senior Financial Officer and Treasurer), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Korz and Patenaude.

ELEMENTARY/SECONDARY

Report of the Special Meeting of the Operations and Finance Committee

Moved by Mrs. Hill, seconded by Ms. Orban: That the Elementary/Secondary Part of the Report of the Special Meeting of the Operations and Finance Committee be adopted. Carried.

GENERAL

**Auditor's Report regarding the Recruitment of Visa Students/
Response from the Minister of Education and Training regarding
Fees Chargeable to Visa Students**

The Chairman introduced Messrs. M. Collyer and L. Celli, Auditors from MacGillivray Partners - Chartered Accountants. Mr. Celli reviewed the pertinent details of the Report.

During the review, the auditors highlighted the following:

- A detailed review of the agent's fees indicated no errors in the calculation. The average commission fee is 20% of the annual school tuition fee received by the Board.
- In the analysis of the cost of education for recruited students, it was concluded that it would be appropriate to include all variable and fixed costs.
- Two distinct classes of students should be considered -- recruited Visa and non-recruited Visa students in the calculation of the excess revenues over the Ministry of Education and Training's regulations. Based on this, the Hamilton Board may wish to debate the amount of refund to these students.
- The contracts with the agents should have been approved by the Board. [No formal documentation of approval for these contracts was provided to the auditors.]
- The excess revenue from the recruitment of Visa students over the approved Ministry regulations is approximately \$130,000 and the total potential refund will be approximately \$257,000.

In response to Trustee Johnstone's concern that not all the agents received the communication regarding the moratorium on recruitment activities, Mr. Matier agreed to forward another letter (registered with acknowledgement) to all recruiting agents.

Trustee Hill noted that in the documentation gathered by the solicitor in charge of the fact-finding investigation there was evidence that the Finance Department had indicated to the recruiting people that the fees were in excess of the Ministry regulations. She, therefore, questioned the Auditor's statement on page 1 of their report that the Finance Department was never asked for advice.

Mr. Collyer clarified that there is evidence that the Finance Department sent the usual annual memo regarding the Ministry's fees for non-resident students to the schools. While acknowledging there was correspondence on this issue, he maintained that the Finance Department was not asked to be part of the recruitment

committee nor asked for their advice. He added that the Superintendent in charge of the recruitment program had confirmed that he had not sought advice from them.

Trustee Hill asked that Mr. Collyer's comments be included in the minutes as clarification of her question.

Mr. Collyer clarified that, based on the \$6,810 average cost of educating a student in Hamilton (per the Ministry regulation), the information gathered by the auditors show no evidence that it cost the Board \$8,000 to \$9,000 to educate the Visa students.

In determining the fee to be charged, the auditors indicated that there was some personal judgement involved. By regulation, the cost of educating a visa student in Hamilton is \$6810. He suggested that the "administration fee" which took the fee to \$9000 was a "marketable" price and a reflection of a good system which students would want to attend. He offered that there was no evidence in the documentation that the costs to educate visa students were at that level.

The auditors concurred that there are some programs that justifiably carry a high-cost factor.

The auditors also noted that the teaching staff felt that it does not cost any more to educate a recruited visa student than the others who are not recruited.

The auditors also explained that there was an assumption that the costs incurred in recruiting the students were calculated into the fee being charged. However, the assumption that the program would operate over a period of years was also part of the calculation.

The auditors also pointed out that the Ministry of Education and Training was very slow in making its pronouncement regarding what fee can be charged, adding that the information came forth after the audit had been conducted.

Trustee Hill suggested that, without sufficient influx of recruited visa students that would increase class sizes and the overall school enrolment, there could be savings generated by closing a high

school that is under-capacity. The auditors responded that they did not study this concept but, acknowledging the scenario would appear to be true, they indicated that this aspect was raised in a number of conversations during their audit.

In response to Trustee Gage's question, the auditors stated they did not contact the former Director of Education nor the former Superintendent of Financial Services because this was not within the motion directing the audit. Focusing on the mandate to audit the costs, they believed that conversations with the aforementioned gentlemen would not lend any additional information to their project. They believed that neither the figures for the revenue recruited nor the expenditures incurred would have changed through contact with these people.

In response to a question, the auditors stated they did not contact other school boards since they are in the same situation as this Board. Considerable additional information would have had to have been gathered and they saw little value in doing this. Neither did they contact the Ministry of Education and Training after the letter from the Ministry was received regarding the permissible fee. Since there was no flexibility indicated in the Ministry's response, they saw no point in contacting them for clarification. They noted that the scope of this audit was for both the period of recruitment and the process employed.

The auditors concurred that the Board may wish to debate what amount the refund should be to those students who paid in excess of the regulations, adding that both situations around recruited and non-recruited visa students should be addressed.

Trustee Hicks thanked the auditors for their report in which they provide a financial statement in writing and a statement that the recruitment program should have been approved by the Board. He emphasized the importance of accountability for new programs should start at the top of the organization and always come to the Board for approval. In this program of visa student recruitment, this was not done.

Moved by Mrs. Bishop, seconded by Mr. Mulholland: That the following recommendation from the Board's auditors regarding a model for future revenue generation projects be approved:

1. When a revenue generation project is identified, the following procedures should occur:

(a) Ensure that the project is within the spirit of the Board's mission statement of providing a better education for the students of the City of Hamilton.

(b) Ensure that the revenue generation project meets the permissive legislation of the Regulations of the Education Act as administered by the Ministry of Education and Training.

(c) Have the financial viability of the revenue generation project approved by the Superintendent of Finance and the Financial Service Department using the approved costing model.

(d) Have the Board review the above information and approve the commencement of the project.

Several trustees agreed that the motion required more debate as well as making provision for a response from the Senior Officials on the proposal.

When the Chairman agreed with Trustee Gage that a two-thirds vote was required to consider the motion this evening, Trustee Darby challenged the Chair and it was Lost.

Trustee Lowe referenced the difficult time for staff during the investigation and the feeling that it was all unnecessary. She noted that the auditor's report clearly shows that the problem was the lack of Board approval for the recruitment program and that things did not operate as they should.

Mr. Matier agreed that the Officials could provide a verbal response on the model proposed for the 1997 11 11 meeting of the Operations and Finance Committee.

The Chairman called for the members' wishes to consider the motion and it did not receive the required two-thirds majority vote.

Moved in amendment by Mr. Gage, Seconded by Mrs. Wall: That the motion be referred to the Operations and Finance Committee and to the Officials for a report.

The Chairman concurred that the recommendations on page 7 of the auditors report only were being referred to the Standing Committee.

The amendment was put to a vote and was Carried.

Response from the Minister of Education and Training regarding fees chargeable to visa students

It was agreed: That the above response be received for information.

The meeting then adjourned.

Adopted as presented

.....
Chairman

**REPORT OF THE SPECIAL MEETING
OF THE OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond, (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

ELEMENTARY/SECONDARY

1. That the Report re Amendments to the 1997-98 School Year Calendar be received for information and the following recommendation approved.

(a) That the 1997-98 School Year Calendars be amended as follows:

ELEMENTARY

(i) That, if schools are open to instruction on Monday, 1997 11 10, the Professional Activity Day scheduled for that day be cancelled and that it be declared an instructional day.

SECONDARY

(i) That, if schools are open to instruction on Monday, 1997 11 10, the examination day scheduled for that day be cancelled and that it be declared an instructional day.

(ii) That, upon the teachers' return to work, a schedule of eight instructional school days followed by an examination period of 4 school days be established. On each of the 4 days, the examinations to take place during one period out of the 4 instructional periods.

Respectfully submitted

Board Room
1997 11 06

S. HILL
Chairman

**MINUTES OF THE
BOARD OF EDUCATION**

Board Room
Education Centre
1997 11 20

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), D. Russon (Interim Superintendent of Human Resources), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

Prior to the Board meeting, the "150 Years of Excellence" commemorative book on the history of the Hamilton Board of Education was launched.

The Chairman called the meeting to order and asked for confirmation of the minutes.

Moved by Ms. Orban: That the minutes of 1997 10 16 be approved. Carried.

The Chairman then presented an Outstanding Achievement Award to Ray Cantwell, a Sherwood Secondary School student, in recognition of receiving the Ault Award for his commitment to others.

The Secretary drew the members' attention to the correspondence attached to the agendas.

Moved by Dr. Johnston, seconded by Mrs. Hill: That the following correspondence be received and filed:

- (a) Premier Harris in response to the Board's correspondence regarding Bills 136 and 160
- (b) resolution from the Ottawa Board of Education regarding Bills 136 and 160
- (c) response from the Peel Board of Education regarding opposition to Bills 136 and 160
- (d) Mountain Secondary School Council regarding Bill 160

Trustee Wall publicly thanked the Mountain Secondary School Council for their leadership in organizing a public information session on Bill 160.

The motion was put to a vote and was Carried.

Trustee Patenaude asked to be recorded as having not voted on the motion due to a conflict of interest.

Moved by Ms. Orban, seconded by Mr. Stewart: That the correspondence from the Hamilton Women Teachers' Association, the Ontario Public School Teachers' Federation Hamilton and the Ontario Secondary School Teachers' Federation, District 8, regarding the amendment to Bill 160 re Principals/Vice-Principals be received for information and the following motion approved:

- (a) That the Board write a letter to the Minister of Education and Training recommending that principals and vice-principals be retained in their respective teacher affiliates.

Moved in amendment by Mrs. Bishop, seconded by Mrs. Hill: That the motion be referred to the Personnel and Organization Committee.

Trustee Patenaude declared a conflict of interest and stated she would neither debate nor vote on the motion.

Several members noted that the timelines around the pending final vote on Bill 160 precluded referring the issue for debate at the standing committee.

The amendment was put to a vote and was Lost.

Trustee Hill requested a recorded vote on the motion.

Trustees who spoke in opposition to the motion felt that:

- the practice of having principals and vice-principals who are managers in the school as part of the union is questionable.
- other professions separate managers from the other employees.
- opinions of constituents do not support the current practice of having principals part of the union.

Those in support of the motion offered that :

- the method of effecting this change creates some concern; through attrition would be preferable.
- principals could not take on classroom responsibilities if they are removed from the union.
- the spirit of co-operation within a school setting would become strained.
- the principal of a school should have a teaching background.
- the government's intention with regard to the role of principals is not clear and makes it difficult to support change to the current way of doing business.

During the discussion, it was also noted this direction was not in the original Bill 160 but was added after the illegal strike when the principals joined their staffs in the work stoppage. Past practice, however, would show that principals have been in the schools during legal strike situations.

The motion was put to a vote and was Carried. Those in favour: Trustees Mulholland, Bishop, MacDonald, Rogers, Orban, Hicks, Wall, Paquin, Desmarais, Darby and Stewart; those opposed: Trustees Gage, Johnston, Johnstone, Lowe, Korz, Hill and Cunningham.

Presentation of Reports

Operations and Finance Committee, regular and special -
Mrs. Hill

Personnel and Organization Committee - Mr. Darby

Moved by Mrs. Hill, seconded by Ms. Orban: That the General Part of the Report of the Operations and Finance Committee be adopted.

Mr. Matier agreed to investigate the concern that copies of the Hamilton Board of Education seal could have been distributed to the visa student recruiting agents and, if so, have them returned.

The motion was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Dr. Johnston: That the General Part of the Report of the Personnel and Organization Committee be adopted.

At Trustee Gage's request, Clause 3. (a) (i) and (ii) was put to a separate vote and was Carried.

Trustee Mulholland asked to be recorded as being opposed to Clause 3. Trustee Wall abstained from voting.

The remainder of the report was put to a vote and was Carried.

Under unfinished business, it was moved by Dr. Johnston, seconded by Mr. Mulholland: That the following motion, adopted at the 1997 09 18 Meeting of the Board be rescinded:

That, if the 150 Years of Excellence Committee is unable to sell the commemorative books, the trustees agree they will make up any difference by purchasing the remaining books and donating them to the Board of Education for the City of Hamilton Foundation. The publisher will acknowledge the generosity of the participating Trustees with a card insert in each book listing their names and thanking them for this financial assistance.

Trustee Johnston noted the Book Committee members believe they will be able to repay the loan. He reported the sales of the book to date have been excellent.

When questioned why the promissory notes were being withdrawn, the Chairman pointed out that the Book Committee has

indicated their preference that the trustees' offer of financial support not be part of the process. The motion to rescind is, therefore, housekeeping in response to their request.

The motion was put to a vote and was Carried.

Moved by Mr. Mulholland, seconded by Mrs. Bishop: Whereas the term of office of members of existing boards of education continues until 1997 12 31, be it resolved that the operations of the Hamilton Board of Education, as adopted at the Inaugural Meeting of the 1997 Board held on 1996 12 02 be extended until 1997 12 31.

The Chairman clarified that this motion would extend the operations of the Board as they now exist, Chairman, Vice-Chairman, Standing and Special Committee memberships, etc. for the month of December.

The motion was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mrs. Hill: That the unveiling of the 150th Anniversary Plaque commence at 19:00 hours on 1997 11 25.

When it was noted that the original schedule of 14:00 hours was to permit staff at the Education Centre to be present at the unveiling, it was moved in amendment by Mr. Stewart, seconded by Ms. Orban: That the time be changed to 16:00 hours. Carried.

Moved by Mr. Mulholland, seconded by Mr. Stewart: That the Board Policy grievances, presented to the employee groups as a result of the work stoppage be withdrawn without prejudice.

Trustee Darby declared a conflict of interest and stated he would neither debate nor vote on the motion.

Trustee Stewart challenged the Chair's ruling that this was New Business and required a two-thirds majority vote to consider. The challenge was Lost.

The Chairman then called for the members' wishes and the required two-thirds majority vote was received.

Ms. Russon explained that, under the terms of the Collective Agreements, the Board had 15 days in which to file a policy grievance. On Thursday, 1997 11 13, the Board filed seven Board policy grievances - Elementary, Secondary, Association des enseignantes et des enseignants Franco-ontariens, Elementary Occasional, Secondary Occasional, Professional Student Services Personnel and Office, Clerical and Technical Unit.

Ms. Russon pointed out that it is not known what the government is going to do. Legislation has been introduced that would provide \$40 per day per household back to taxpayers for child care expenses. Another possibility is that they will extend the school year. The maximum pay out for the child care expenses is \$5.2 million; if the school year is extended, the Board would not have the funds from the strike savings to pay the additional salaries.

In response to questions, Ms. Russon noted that approximately \$7 million, plus benefits, were saved through wages during the work stoppage. She also clarified that the grievances were filed in order to maintain the integrity of the collective agreements by virtue of their no strike or lockout clauses.

Trustees in support of the motion felt that the Board was not grieved by the work stoppage and endorsed the teachers' actions in their protest. The Board's action in filing the grievances was viewed as divisive and to withdraw the grievances would initiate some of the healing.

Those in opposition to the motion cited the process of filing a grievance protects the Board in case of a financial shortfall due to the required payouts. The aspect of the corporate responsibility the Board bears to the taxpayers was also noted. It was also felt that the fact the work stoppage was an illegal job action where contracts were broken should not be ignored.

Ms. Russon clarified that once the grievances are withdrawn the Board has no recourse to initiate them again. When asked, she noted that grievances can be withdrawn at any time.

The motion was put to a recorded vote and was Carried. Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Rogers, Wall, Desmarais and Stewart; those opposed: Trustees Johnstone, Lowe, Korz, Orban, Hicks, Paquin, Hill and Cunningham.

FRENCH LANGUAGE SECTION

Presentation of Report - Mr. Desmarais

Moved by Mr. Desmarais, seconded by Mr. Paquin: That the Reports of the French Language Section be adopted.

In response to a question relative to Clause 15 of the 1997 09 30 and Clause 9 of the 1997 11 04 reports, Trustee Desmarais clarified that the Education Act provides for the convening of an Admissions Committee other than French-speaking pupils to ensure that the student is fluent in French.

The motion was put to a vote and was Carried.

ELEMENTARY/SECONDARY

Noting that Trustee Hill was not in the Board Room, it was moved by Mr. Darby, seconded by Ms. Orban: That the Elementary/Secondary Part of the Reports and Special Report of the Operations and Finance Committee be adopted.

Reiterating her concern expressed at the Committee meeting regarding the schools selected for the survey, Trustee Johnstone asked that Clause 4. of the 1997 11 11 Report be voted on separately.

Clause 3. was put to a vote and was Carried.

Moved in amendment by Mrs. Wall: That Clause 8. in the Operating Procedure regarding the Policy on Registration of Students be deleted. Lost.

Trustee Bishop pointed out that the Policy statements and Operating Procedures in this Report capture current practice and will go on to the new district school board for further review as required.

Speaking to the Report of the Special Meeting in which the School Year Calendar was revised, Trustee MacDonald informed the members that the Children's Aid Society relies on Professional Development Days as part of the access exchanges.

The rest of the Report was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Hicks: That the Elementary/Secondary Part of the Report of the Personnel and Organization Committee be adopted. Carried.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**REPORT OF THE
FRENCH LANGUAGE SECTION
SIXTH REPORT**

Present: Trustees Desmarais (Chairman), Paquin and Patenaude.

Officials Present: R. C. Lavoie (Superintendent of Schools - French as a First language).

The French Language Section recommends:

1. That the News Release from the Ministry of Education and Training dated June 13, 1997 re New Curriculum from grades 1 to 8 be received for information.
2. That the News Release from the Ontario government dated June 26, 1997 re Plan of activities from the government be received for information.
3. That the Letter from the Ottawa-Carleton French Catholic School Board dated June 17, 1997 re Elections of November 10, 1997 be received for information.
4. That the Memo from the Ontario School Trustees' Council dated June 19, 1997 re The resignation of Rémi Lessard be received for information.
5. That the News Release from the Ministry of Education and Training dated June 20, 1997 re grade 9 be received for information.
6. That the Bulletin Info-Action from AFCSO dated June 1997 re Message from the Chair of the Association be received for information.
7. That the Memorandum from AFCSO dated June 13, 1997 re Provincial transition office be received for information.
8. That the News Release from School Board District #64 re Allocation of Trustees be received for information.

9. That the Media Release from the Region of Hamilton-Wentworth dated July 25, 1997 re Plastimet fire be received for information.

10. That the News Release from the Ministry of Education and Training dated July 18, 1997 re Appointment of the president to the Ontario Council of Colleges be received for information.

11. That the Memorandum from CEFCUT dated July 10, 1997 re Francophone Committee be received for information.

12. That the Memorandum from AFCSO dated August 5, 1997 re Final Report of États généraux de l'éducation be received for information.

13. That the Memorandum from AFCSO dated August 28, 1997 re Consultation on Financing be received for information.

14. That the Verbal update on the implementation of District School Boards be received for information.

15. That the Report of the Admission Committee be approved and that the following students be admitted to École secondaire Georges-P.-Vanier:

Nassouradine ABDOULAYE-IDRISS

Moussa Aboubaka ALI

Ali-Sabre HACHIM

Issakha HASSANE-DJARNABI

Abdelmadjid HISSEINE HAGGAR

Ahmat Abakar KORI M'BAMI

Souleyman Tahir NESSEK

Victoria PADDON

Oussama ZAKARIA HAGGAR

Respectfully submitted

Salle de conférence

Centre francophone

St-Thomas-d'Aquin

1997 09 30

JEAN DESMARAIS

Chairman

RAPPORT DE LA SECTION DE LANGUE FRANÇAISE SIXÈME RAPPORT

Étaient présents : M. Jean Desmarais (président), M. Hubert Paquin (conseiller scolaire), Mme Marie Patenaude (conseillère scolaire).

Administrateur présent : M. R. C. Lavoie (Surintendant des écoles de langue française).

La Section de langue française recommande :

1. que le communiqué du ministère de l'Éducation et de la Formation en date du 13 juin 1997 au sujet du nouveau curriculum de la 1^{re} à la 8^e année soit reçu à titre d'information.
2. que le communiqué du gouvernement de l'Ontario en date du 26 juin 1997 au sujet des plans d'activités du gouvernement soit reçu à titre d'information.
3. que la lettre du Conseil des écoles séparées catholiques de langue française de la région d'Ottawa-Carleton en date du 17 juin 1997 au sujet des élections scolaires du 10 novembre 1997 soit reçue à titre d'information.
4. que la note de service du Conseil des Associations de conseillers scolaires de l'Ontario en date du 19 juin 1997 au sujet de la démission de Rémi Lessard soit reçue à titre d'information.
5. que le communiqué du ministère de l'Éducation et de la Formation en date du 20 juin 1997 au sujet de la 9^e année soit reçu à titre d'information.
6. que le bulletin Info-Action de l'AFCSO en date de juin 1997 au sujet du message du président soit reçu à titre d'informaiton.
7. que la note de service de l'AFCSO en date du 13 juin 1997 au sujet du bureau provincial de transition soit reçue à titre d'information.
8. que le communiqué du Conseil de district no 64 en date du 28 août 1997 au sujet des membres du Conseil et leur répartition soit reçu à titre d'information.

9. que le communiqué de la région de Hamilton-Wentworth en date du 25 juillet 1997 au sujet du feu à Plastimet soit reçu à titre d'information.

10. que le communiqué du ministère de l'Éducation et de la Formation en date du 18 juillet 1997 au sujet de la nomination du président du Conseil Ontarien des affaires collégiales soit reçu à titre d'information.

11. que la note de service du CEF CUT en date du 10 juillet 1997 au sujet d'un comité francophone sur le financement soit reçue à titre d'informaion.

12. que la note de service de l'AFC SO en date du 5 août 1997 au sujet du rapport final des États généraux soit reçue à titre d'information.

13. que la note de service de l'AFC SO en date du 28 août 1997 au sujet de la consultation sur le financement soit reçue à titre d'information.

14. que le rapport verbal sur la mise à jour des Conseils de district soit reçu à titre d'information.

15. que le rapport du Comité d'admission soit approuvé et que les élèves ci-dessous mentionnés soient admis à l'École secondaire Georges-P.-Vanier :

Nassouradine ABDOULAYE-IDRISS

Moussa Aboubaka ALI

Ali-Sabre HACHIM

Issakha HASSANE-DJARNABI

Abdelmadjid HISSEINE HAGGAR

Ahmat Abakar KORI M'BAMI

Souleyman Tahir NESSEK

Victoria PADDON

Oussama ZAKARIA HAGGAR

Respectueusement présenté

Salle de conférence
Centre francophone
St-Thomas-d'Aquin
le 30 septembre 1997

JEAN DESMARAIS
Président

**REPORT OF THE
FRENCH LANGUAGE SECTION
SEVENTH REPORT**

Present: Trustees Desmarais (Chairman) and Paquin.

Official Present: R. C. Lavoie (Superintendent of Schools - French as a First Language).

The French Language Section recommends:

1. That the following recommendations of the Superintendent of Schools, French as a First Language be approved as presented:

A. STAFFING

1. Probationary Staff Appointment(s) - Nil
2. Permanent Staff Appointment(s) - Nil
3. Promotion(s) - Nil
4. Internal Appointment(s) - Nil
5. Timetable Change(s) - Nil
6. Retirement(s) - Nil
7. Leaving Employment - Nil
8. Leave(s)

Secondment « Four Over Five »

a) That the request from Guy Bultez for a Leave of Absence under the Salary Holdback Plan « Four over Five » according to the Collective Agreement effective for the school year 2000-2001 (1st semester) be granted.

Return(s) from Leave of Absence

a) That Marie Fréchette-Deaves (Secretarial Staff) be returned from Leave of Absence effective November 3, 1997.

B. OTHER

Trip(s)

That the following trip request(s) be approved:

a) Georges-P.-Vanier, Grades 11 to OAC, École secondaire catholique Champlain, Sudbury, Ontario, 1998 02 5-7.

2. That the letter from AEFO (Association des enseignants et des enseignantes franco-ontariens) dated 1997 09 29 re: Bill 160 be received for information.

3. That the News Release from AFCSO (Association française des conseils scolaires de l'Ontario) dated 1997 10 01 re Harris propositions deemed unacceptable be received for information.

4. That the letter from the Stormont, Dundas & Glengarry Public School Board dated 1997 08 25 re Financing French Education be received for information.

5. That the letter from AFCSO (Association française des conseils scolaires de l'Ontario) dated 1997 09 17 re Restructuration be received for information.

6. That the letter from Lillian Ross (MPP Hamilton-West) dated 1997 10 07 re Changes in Education be received for information.

7. That the News Release from the Ministry of Education and Training dated 1997 10 28 re Illegal strike be received for information.

8. That the verbal update on the implementation of District School Boards be received for information.

9. That the reports of the Admission Committee be approved and that Hachim HAROUN AHAMAT, Baradine HACHIM BAKHIT and Hagggar ALI ABDOULAYE be admitted to École secondaire Georges-P.-Vanier.

10. That the French Language Section and all Hamilton Trustees express their appreciation to Trustee Jean Desmarais for his expertise and competent manner in chairing the meetings of the French Language Section throughout this past year.

Respectfully submitted

Salle de conférence
Centre francophone
St-Thomas-d'Aquin
1997 11 04

JEAN DESMARAIS
Chairman

RAPPORT DE LA SECTION DE LANGUE FRANÇAISE SEPTIÈME RAPPORT

Étaient présents: M. Jean Desmarais (président), M. Hubert Paquin (conseiller scolaire)

Administrateur présent: M. R. C. Lavoie (Surintendant des écoles de langue française)

La Section de langue française recommande:

1. que les propositions du Surintendant des écoles de langue française soient approuvées telles que présentées:

A. DOTATION EN PERSONNEL

1. Nomination(s) du personnel stagiaire - Aucune
2. Nomination(s) du personnel permanent - Aucune
3. Promotion(s) - Aucune
4. Nomination(s) interne(s) - Aucune
5. Changement(s) d'assignation - Aucun
6. Retraite(s) - Aucune
7. Résiliation(s) d'emploi - Aucune
8. Congé(s)

Congé autorisé « Quatre sur cinq »

a) que la demande de Guy Bultez pour un congé autorisé en vertu du Régime de retenue de la paye « Quatre sur cinq » de l'entente collective pendant l'année scolaire 2000-2001 (1er semestre) soit accordée.

Retour de congé autorisé

a) que Marie Fréchette-Deaves (personnel du secrétariat) soit de retour d'un congé autorisé à partir du 3 novembre 1997.

B) QUESTIONS DIVERSES

Voyage(s)

Que les demandes de voyages suivantes soient approuvées :

a) Georges-P.-Vanier, 11^e années-CPO, École secondaire catholique Champlain, Sudbury, Ontario, les 5, 6 et 7 février 1998.

2. que la lettre de l'Association des enseignantes et des enseignants franco-ontariens (AEFO) en date du 29 septembre 1997 au sujet du projet de loi 160 soit reçue à titre d'information.

3. que le communiqué de l'Association française des conseils scolaires de l'Ontario (AFCSO) en date du 1^{er} octobre 1997 au sujet des propos de Harris jugés inacceptables soit reçu à titre d'information.

4. que la lettre du Conseil scolaire public de Stormont, Dundas & Glengarry en date du 25 août 1997 au sujet d'une mise sur pied d'un comité francophone sur le financement de l'éducation de langue française soit reçue à titre d'information.

5. que la lettre de l'Association française des conseils scolaires de l'Ontario en date du 17 septembre 1997 au sujet du modèle de restructuration soit reçue à titre d'information.

6. que la lettre de Lillian Ross (membre du Parlement Hamilton-West) en date du 7 octobre 1997 au sujet des changements en éducation soit reçue à titre d'information.

7. que le communiqué du Ministère de l'Éducation et de la Formation en date du 28 octobre 1997 au sujet de la grève illégale soit reçu à titre d'information.

8. que le rapport verbal sur la mise à jour des Conseils de district soit reçu à titre d'information.

9. que les rapports du Comité d'admission soient approuvés et que Hachim HAROUN AHAMAT, Baradine HACHIM BAKHIT et Hagggar ALI ABDOULAYE soient admis à l'École secondaire Georges-P.-Vanier.

10. que la Section de langue française et tous les conseillers scolaires de Hamilton expriment leur reconnaissance à Jean Desmarais, conseiller scolaire, pour ses habiletés et son professionnalisme lors de la présidence des réunions de la Section de langue française au courant de l'année dernière.

Respectueusement présenté

Salle de conférence
Centre francophone
St-Thomas-d'Aquin
le 4 novembre 1997

JEAN DESMARAIS
Président

**REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE
NINTH REPORT**

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative & Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

[Note: General Part considered at the October Board meeting.]

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education and Secretary be approved:

a) That the following trip requests be approved:

(i) City-wide Choir Performance (Co-ordinator -Rosedale School), Grades 4 to 11 [National Convention for Canadian Conductors/Teachers - Halifax], 1998 05 14 to 17 (Thursday to Sunday).

(ii) Sir Allan MacNab and Westdale, Grades 11 to OAC [Geography/History/Art Trip - Austria], 1998 03 11 to 23 (Wednesday/Sunday).

(iii) Westdale, Grades 9 to OAC [Ski trip - Collingwood, Ont.], 1998 02 06 (Friday).

(iv) Westdale, Hill Park, Westmount, Grades 9 to OAC [Ski trips - Blue Mountain, Collingwood, Ont. or Holiday Valley Ski Resort - Ellicottville, USA], 1997 12 12, 1998 01 27, 1998 02 20 and 1998 03 27 (Tuesday/Friday).

(v) Westdale, Hill Park, Westmount, Grades 9 to OAC (Ski trip - Kissing Bridge, New York, U.S.A.), 1998 03 06 (Friday).

Respectfully submitted

Board Room
1997 10 07

S. HILL
Chairman

REPORT OF THE OPERATIONS AND FINANCE COMMITTEE TENTH REPORT

Present: Trustees Hill (Chairman), Desmarais, Gage, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Johnston, Johnstone, Mulholland, Orban, Paquin and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer) P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That school initiated and funded projects for changes of use, repairs, renovations or capital improvements affecting the services, property, utilities or buildings of the School Board, receive formal approval of the Superintendent - Administrative and Operational Services, and that this approval process be developed as part of the process to review school initiated projects.

2. That the Report re City of Hamilton Request - 100 Locke Street South be received for information and the following recommendation approved:

(a) That the Board of Education for the City of Hamilton advise the City of Hamilton that:

(i) The board has no statutory authority for making grants to third parties for non-educational purposes and

(ii) As the Education Act does not provide for a public Board of Education to levy municipal taxes, it also has no authority under the Municipal Act to abate or refund taxes.

(b) The Hamilton Board of Education write to the City of Hamilton requesting that the City extend the grant to cover the Hamilton Board portion of the back taxes.

3. That the Report re the correspondence from Essex County Board of Education: Copyrights Laws be received for information and the following recommendation approved:

(a) That the Chairman of the Hamilton Board of Education write a similar letter to the Prime Minister, area Members of Parliament and appropriate Ministries and that copies of the letters be sent to the Ontario Public School Boards' Association.

4. (a) That the Auditor's Report regarding the Recruitment of Visa Students be received for information.

(b) That the verbal report from the Officials regarding the Auditor's Model for Future Revenue Generation Projects be received for information and the following motion approved:

(i) That the following Model for Future Projects be approved:

When a project is identified, the following procedures should occur:

(a) Ensure that the project is within the spirit of the Board's mission statement of providing a better education for the students of the City of Hamilton.

(b) Ensure that the project meets the permissive legislation of the Regulations of the Education Act as administered by the Ministry of Education and Training.

(c) Have the financial viability of the project approved by the Superintendent of Finance and the Financial Services department.

(d) Have the Board review the above information and approve the commencement of the project.

In determining the financial viability of the project, the Financial Services Department can make use of its Program Costing

Model, or its replacement, which was presented to the Operations Management Committee in June 1993. This model outlines the financial data to be accumulated and assessed in concluding as to the financial viability of a program prior to its implementation. This model identifies both direct and accommodation costs, as well as the revenues that will be generated from the project and intangible factors to consider.

5. That the following fees regarding Visa Students be paid:

(a) the outstanding balance of \$1,163.00 for legal fees, and

(b) \$8000.00 plus GST for the Auditor's Report

6. That the Report on the Director's Annual Report (draft) be received for information.

7. That the Annual Report on Public Relations Planning be deferred to the December meeting of the Operations and Finance Committee.

8. That the Board of Education for the City of Hamilton urge the Provincial Government to order a public inquiry on the Plastimet Fire.

9. That the report regarding the Board of Education for the City of Hamilton Foundation be received for information.

10. That the Verbal Update regarding the removal of PCB's from the Dundurn Street Building be received for information.

11. That the following Report of the Special Education Advisory Committee be approved:

(a) That the Director of Education and Secretary send a letter to the local associations and additional members who are not representative of a local association, that are currently on the Special Education Advisory Committee (SEAC), notifying them:

(i) Of the requirements of Section 206 of the Education Act for representation on the SEAC;

(ii) That they may name a representative, and if they choose an alternate, both of whom must meet the requirements of Section 206; and

(iii) That the name of the representative and the name of the alternate are to be submitted in writing to the Office of the Director by 1997 11 15 for approval by the new District School Board on 1997 12 01.

12. Que le comité des finances et du fonctionnement ainsi que tous les membres du conseil expriment leur appréciation, à vous conseillère Sandy Hill, pour l'expertise et l'efficacité avec laquelle vous avez présidé ce comité au cours de cette dernière année.

That the Operations and Finance Committee and all Hamilton Trustees express their appreciation to Trustee Sandy Hill for her expertise and forthright manner in chairing the meetings of this Committee throughout this past year.

ELEMENTARY/SECONDARY

1. That the Report regarding the Policy on Registration of Students at Schools outside the Defined Attendance Area be received for information and the following recommendations approved:

(a) That the following Policy Statement and Operating Procedures (see page 544) regarding Registration of Students at Schools Outside the Defined Attendance Area be approved:

It is the policy of the Hamilton Board of Education that when students wish to register in a school outside their home school defined attendance area, the Principal shall follow the Operating Procedures.

(b) That the Policy be presented to school administrators by the Superintendent/Assistant Superintendent of Schools.

2. That the Report re Policy Statement regarding Early Identification - Admission Procedures for Junior and Senior Kindergarten be received for information and the following recommendation approved:

(a) That the Policy Statement regarding Early Identification - Admission Procedures for Junior and Senior Kindergarten be approved as follows:

It is the policy of the Hamilton Board of Education to identify a child's learning needs early in the enrolment process for Junior and Senior Kindergarten through gradual entry.

3. That the following recommendations of the Director of Education and Secretary be approved:

That the following trip requests be approved:

(i) Adelaide Hoodless, Grades 6 to 8 [Camping Trip, Camp Wanakita/Haliburton, Ont.], 1998 02 08 to 11 (Sunday to Wednesday).

(ii) Adelaide Hoodless, Grades 6 to 8 [Camping Trip, Camp Wanakita/Haliburton, Ont.], 1998 06 07 to 10 (Sunday to Wednesday).

(iii) Bennetto/Tweedsmuir, Grade 8 [Camping Trip, Minden, Ont.], 1998 05 05 to 08 (Tuesday to Friday).

(iv) Tweedsmuir, Grades 6 to 8 [Ski Trip, Mt. St. Louis/Moonstone], 1998 02 25 to 26 (Wednesday to Thursday).

(v) Westdale, Grades 11 to OAC [Basketball Tournament, Montreal, Que.], 1997 12 17 to 21 (Wednesday to Sunday).

(vi) OFSAA Championships, Grades 9 to OAC:

(a) Boys' Volleyball "AA" [Windsor, Ont.], 1997 11 21 to 22 (Friday to Saturday)

(b) Boys' Volleyball "AAA" [Windsor, Ont.], 1997 11 21 to 22 (Friday to Saturday)

(c) Girls' Basketball "AA" [Cornwall, Ont.], 1997 11 27 to 29 (Thursday to Saturday)

(d) Girls' Basketball "AAA" [London, Ont.], 1997 12 5 to 6 (Friday to Saturday)

- (e) Cross Country Skiing [Duntroon, Ont.], February 1998 [date to be determined]
- (f) Cross Country Skiing [Haliburton, Ont.], 1998 02 23 to 24 (Monday to Tuesday)
- (g) Girls' Volleyball "AA" [Chatham, Ont.], 1998 03 11 to 12 (Wednesday to Thursday)
- (h) Girls' Volleyball "AAA" [Thornhill, Ont.], 1998 03 11 to 12 (Wednesday to Thursday)
- (i) Boys' Basketball "AA" [Peterborough, Ont.], 1998 03 11 to 13 (Wed. to Friday)
- (j) Boys' Basketball "AAA" [Agincourt, Ont.], 1998 03 11 to 13 (Wednesday to Friday)
- (k) Boys' Hockey [Etobicoke, Ont.], 1998 03 25 to 28 (Wednesday to Saturday)
- (l) Badminton [Downsview, Ont.], 1998 05 07 to 09 (Thursday to Saturday)
- (m) Boys' Soccer "AA" [Alexandria, Ont.], 1998 06 04 to 06 (Thursday to Saturday)
- (n) Girls' Soccer "AA" [Pembroke, Ont.], 1998 06 04 to 06 (Thursday to Saturday)
- (o) Girls' Soccer "AAA" [Windsor, Ont.], 1998 06 04 to 06 (Thursday to Saturday)
- (p) Track and Field [Sudbury, Ont.], 1998 04 04 to 06 (Thursday to Saturday)
- (q) Baseball - Regional [venue to be determined], 1998 06 05 to 07 (Friday to Sunday)
- (r) Baseball [Toronto, Ont.], June 1998 [date to be determined]

* * * * *

4. That the Report re Survey of Health Behaviours in School-Aged Children, A Cross-National Study - Queen's University be received for information and the following recommendation approved:

(a) That the request to include our students in a research study sponsored by Health Canada and conducted by Queen's University regarding Health Behaviours in School-Aged Children be granted, provided that the involvement of students is voluntary and with parental consent.

5. That the Report re Comparative Study of Eating Attitudes, Behaviours and Disorders in Young Women With/Without Type 1 Diabetes - Children's Hospital of Eastern Ontario be received for information and the following recommendation approved:

(a) That the request to include our students in a research study sponsored by the Children's Hospital of Eastern Ontario regarding A Comparative Study of Eating Attitudes, Behaviours and Disorders in Young Women With/Without Type 1 Diabetes be granted, provided that the involvement of students is voluntary and with parental consent.

Respectfully submitted

Board Room
1997 11 11

S. HILL
Chairman

REGISTRATION OF STUDENTS AT SCHOOLS OUTSIDE THE DEFINED ATTENDANCE AREA

OPERATING PROCEDURES

1. Registration requests should be made to the principal of the student's "home school" and should be processed by the schools concerned.

2. Principals will discuss the parent's rationale for the request and will make a decision. The "home school" principal will communicate the decision to the parent who will, in turn, contact the "receiving school". (See 8(a) for transfer requests from Grade Eight to Grade Nine).

3. Sibling of students already registered in the school will have first priority.

4. Students from outside the defined attendance area will be considered on a "first-come, first-served" basis.

5. The number of students admitted to a school outside their defined attendance area will be regulated to prevent overcrowding of facilities in the "receiving" school.

6. Registration requests should be made by the parents and/or the student early in the school year to allow sufficient time for the principal to organize the classes in the school. In the Composite Secondary Schools these requests should be made between March 1 and March 15 if at all possible. Exceptions to this will be made on an individual basis. Parents having a child registered in a day-care centre or nursery school outside their own school community and wishing to enrol their child in a kindergarten in that same community should contact the principal of the school concerned. Principals are asked to monitor these kindergarten enrolment figures with the Superintendent of Schools/Assistant Superintendent of Schools for staffing and accommodation purposes.

7. Students who register in a school outside their defined attendance area are responsible for their own transportation and any lunch hour supervision other than that normally provided within the school.

8. In the situation where a student in Grade Eight wishes to enroll in Grade Nine in a secondary school outside his/her attendance area, the following procedure must be followed:

(a) The elementary school principal should forward the written application for enrollment along with the student's option sheet to the secondary school in the regular attendance area.

(b) Upon receipt of the written application and option sheet, the principal of the regular or "sending" secondary school will discuss the rationale for the request with the principal of the "receiving" school, then a decision will be made.

(c) The parents of the student making the request for enrollment will be informed of the decision by the principal of the regular or "sending" secondary school.

**REPORT OF THE
PERSONNEL AND ORGANIZATION COMMITTEE
TENTH REPORT**

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), D. Russon (Manager, Employee Relations), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the Report On Outstanding Grievances that have been scheduled for Arbitration be received for information.

2. That the following recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil
2. **PERMANENT STAFF APPOINTMENTS** - Nil
3. **PROMOTIONS** - Nil
4. **INTERNAL APPOINTMENTS** - Nil
5. **TIMETABLE CHANGES** - Nil

6. RETIREMENTS

(a) That the resignation of James Riley, Manager, Engineering & Maintenance (Administrative Staff), for the purpose of retirement, effective 1997 12 31, be accepted with regret and the Board's gratuity be paid.

7. LEAVING EMPLOYMENT - Nil**8. LEAVES**

(a) That the request of John Galvin (Assistant Caretaker, Caretaking & Maintenance Staff) for a Leave of Absence, effective 1997 10 31 to 1997 11 27, be granted.

9. OTHERS - Nil

3. That the Report re Interim Senior Human Resources Officer be received for information and the following recommendations approved:

(a) (i) That Deborah Russon be appointed to the position of Interim Superintendent of Human Resources, effective 1997 11 03, until such time as the Hamilton-Wentworth District School Board determines a new senior administrative structure and that she be paid at the salary level of Superintendent.

(ii) That, upon completion of this interim assignment, Deborah Russon be returned to the position of Manager, Employee Relations or the equivalent.

(b) That the Director be authorized to review the role of Chief Negotiator for the Hamilton Board of Education and report alternatives to the Board at the December meeting of the Personnel and Organization Committee.

4. That the Report re Interim Appointments - Senior Management Positions be received for information and the following recommendations approved:

(a) That the following interim appointments to Supervisory Officer positions be extended as shown:

(i) That the appointment of Frank Cooke to the position of Interim Superintendent of Schools, effective 1997 03 05, be extended until such time as the New District School Board determines a senior administrative structure.

(ii) That the appointment of Kenneth Bain to the position of Interim Assistant Superintendent of Schools, effective 1997 03 20, be extended until such time as the New District School Board determines a senior administrative structure.

(iii) That the appointment of Janice L. Tomlinson to the position of Interim Assistant Superintendent of Program be extended until such time as the New District School Board determines a senior administrative structure.

5. That the Staffing Report - Full Time Equivalent Positions as of 1997 10 31 be received for information.

6. That the Report on Supply Teaching Usage as of 1997 09 30 be received for information.

7. That the Report re Substitute Assistance Caretaker Assistance Usage as of 1997 09 30 be received for information.

8. That the Report re Temporary Assistance Expenditures as of 1997 09 30 be received for information.

9. That the Verbal Update - Ontario Technological Educators Association Concerns be received for information.

10. That the Personnel & Organization Committee and all Hamilton Trustees express their appreciation to Trustee Grant Darby for his leadership and proficiency in chairing the meetings of this Committee throughout this past year.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(i) That the contract of Andy Mijatovic (S), be transferred from a Term Probationary Contract to a Probationary Contract, effective 1997 12 01, with salary according to the salary schedule. **Replacement**

(ii) That Amy Cook (S) be appointed as a Term Probationary Teacher, effective 1997 12 01, with salary according to the salary schedule. **Replacement**

3. PROMOTIONS - Nil**4. INTERNAL APPOINTMENTS - Nil****5. TIMETABLE CHANGES**

(a) That the effective dates of the timetable expansion of Laurie Barrette (E) from .5 to 1.0, approved at a previous meeting, be changed to 1997 09 01 to 1997 12 31. **Replacement**

6. RETIREMENTS

(a) (i) That the resignation of Donald F. Thorne, Secondary School Principal, for the purpose of retirement, effective 1998 01 28, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignations of the following teachers for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Penelope E. Allen (E), 1998 06 30

Valerie Baker (E), 1997 12 31

Carol Burnell (E), 1997 12 31

Beverley Dunlop (S), 1997 12 31

William F. Eagles (S), 1998 01 28

J. Marsden Eedson (S), 1997 12 31

Trevor Madden (E), 1998 06 30

Nancy Martin (E), 1997 12 31

Joyce Reynolds (S), 1998 01 28

Bettyjean Robinson (S), 1998 06 30

Ronald W. Thwaites (S), 1998 06 30

Charlotte J. Warren (E), 1997 12 31

(iii) That the resignation of Robert Scott (S) for the purpose of retirement, effective 1998 01 28, be accepted with regret.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 08 31, for Marguerite Richer (E) to leave the employ of the Board, be approved.

8. LEAVES

Leave of Absense

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Linda Bland (E), 1998 02 16 to 1998 08 31

Lesley Chiasson (E), 1997 10 20 to 1998 04 24

Judith Clugston (S), 1998 01 29 to 1998 08 31

Leslie Forsyth (E), 1998 01 01 to 1998 08 31

Cathy Morningstar-Misiak (E), 1998 01 05 to 1998 05 01

Suzanne Rich (E), 1998 01 05 to 1998 08 31

Anne-Marie Scoular-Sacchetti (E), 1998 01 05 to 1998 08 31

Timothy White (E), 1997 10 23 to 1998 08 31

Jennifer Wilson-Bridgman (E), 1998 01 01 to 1998 08 31

Leave of Absence - Date Change

(a) That the dates of the Leave of Absence granted to Anita Darrell (S) at a previous meeting be changed to 1997 11 21 to 1998 04 09

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Anita Dunn (E), 1997 12 01 to 1998 01 23

Margaret Mete (E), 1998 01 01 to 1998 08 31

Cynthia Philip (E), 1997 11 24 to 1998 03 27

Sylvie Sauer (E), 1997 11 17 to 1998 08 31

Suzanne Weatherdon (E), 1997 12 01 to 1998 08 31

(b) That the request of Lori DeLuca (Secretary, Clerical & Technical Staff) for an extension of her Leave of Absence, effective 1997 11 17 to 1999 11 19, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Jacqueline Johnson (E), 1997 11 14

Jennifer McConnell (S), 1998 01 01

Michelle Paquette (E), 1997 11 24

Corie Pillinini (S), 1997 11 17

Lisa Read (E) 1997 12 15

9. **OTHERS** - Nil

Respectfully submitted

Board Room
1997 11 13

G. DARBY
Chairman

REPORT OF THE SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE

Present: Trustees Hill (Chairman), Desmarais, Lowe, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Korz, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond (Superintendent of Program), F. Cooke (Interim Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

The Committee recommends:

ELEMENTARY/SECONDARY

1. That the Report re Revised School Year Calendar, 1997-98 be received for information and the following recommendation approved:

(a) That the following Revised School Year Calendar, 1997-98 be approved:

ELEMENTARY

Professional Activity Days

1997 09 26	In-School Planning/Interface
1997 11 10 [Cancelled]	In-School Planning
1997 12 05	Interviews
1998 01 28 [Cancelled]	Interviews/Interface
1998 02 27	Program Day
1998 03 27	Interviews/In-School Planning
1998 05 01	Federation Day
1998 06 05	Interviews
1998 06 26	In-School Planning

SECONDARY

Semester I Begins 1997 09 02; Ends 1998 02 03
Semester II Begins 1998 02 04; Ends 1998 06 26

Professional Activity Days

1997 09 26 In-School Planning/Interface
1998 02 02 and 03 Turnaround/Interface
1998 02 27 [Cancelled] Program Day
1998 05 01 Federation Day
Between 1998 06 23 and 1998 06 26 Year End

[Note: Examination days (mid-term November 6, 7, 10 and April 7, 8, 9) and June 22 changed to instructional days.]

Respectfully submitted

Board Room
1997 11 20

S. HILL
Chairman

**MINUTES OF THE SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre
1997 11 25

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Gage, Johnston, Johnstone, Lowe, MacDonald, Mulholland, Orban, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary) and D. Russon (Interim Superintendent of Human Resources).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Hicks, Korz, Paquin, Patenaude and Desmarais.

GENERAL

Moved by Mr. Darby, seconded by Mr. Mulholland: That the General Part of the Report of the In-camera Session of the Special Meeting of the Personnel and Organization Committee be adopted. Carried.

Trustee Darby noted that Trustee Hill had declared a conflict of interest at the In-camera Session of the Personnel and Organization Committee and had left the Board Room.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**REPORT OF THE IN-CAMERA SESSION OF THE SPECIAL
MEETING OF THE PERSONNEL AND ORGANIZATION
COMMITTEE**

Present: Trustees Darby (Chairman), Johnston, Orban and
Cunningham.

Also Present: Trustees Bishop, Gage, Johnstone, Lowe,
MacDonald, Mulholland, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education
and Secretary) and D. Russon (Interim Superintendent of Human
Resources).

The Committee recommends:

GENERAL

1. That retirement gratuities be paid to the following staff who
are retiring, conditional upon satisfactory proof from the respective
pension plan being submitted to the Board, verifying that the
employee is in receipt of a pension:

Erhard Turek (S)
Frances Fairley (S)
Diane Marsh (E)
Ruth Goodale (E)

Respectfully submitted

Board Room
1997 11 25

G. DARBY
Chairman

**MINUTES OF THE SPECIAL IN-CAMERA MEETING
OF THE BOARD OF EDUCATION**

Board Room
Education Centre

The Board met on 1997 12 04 at 18:15 hours.

Present: Trustees Cunningham, Darby, Desmarais, Johnston, Johnstone, Mulholland, Orban, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), M. Quinn (Superintendent of Schools) and K. Bain (Interim Assistant Superintendent of Schools).

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Hicks, Korz, Lowe and Paquin.

GENERAL

The Secretary noted that regrets for being unable to attend this evening's meeting were received from Trustees Hicks, Korz, Lowe and Paquin.

Application for Readmission of a student

The Chairman stated the purpose of this hearing was to consider an application for readmission from a former student.

For the record, the Chairman announced the following people in attendance: Trustees Darby, Desmarais, Johnston, Johnstone, Mulholland Orban, Patenaude, Rogers, Stewart, Wall and Cunningham; Superintendent of Schools Quinn; Interim Assistant Superintendent of Schools Bain, Interim Director Matier and C. Vander Beek as the recording secretary; the parents and student.

Upon conclusion of the presentation, the Chairman invited questions for clarification, following which, it was

Moved by Dr. Johnston, seconded by Mrs. Johnstone: That the student be readmitted to the schools of the Board of Education for the City of Hamilton effective 1997 12 05. Carried.

The meeting then adjourned.

Adopted as presented

.....
Chairman

**MINUTES OF THE
BOARD OF EDUCATION**

Board Room
Education Centre
1997 12 18

The Board met.

Present: Trustees Cunningham (Chairman), Bishop, Darby, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Korz, Lowe, MacDonald, Mulholland, Orban, Paquin, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), D. Russon (Interim Superintendent of Human Resources), R. Lavoie (Superintendent of Schools, French as a First Language), S. Thompson (Assistant Superintendent of Schools), J. Tomlinson (Interim Assistant Superintendent of Program) and K. Bain (Interim Assistant Superintendent of Schools).

The Chairman called the meeting to order and called for a moment of silence in honour of the late Kathy Greenaway, an Educational Assistant and employee for 8 years.

The Chairman presented a Certificate of Achievement to Marjorie Tessier, a student at Georges P. Vanier Secondary School, recipient of the Stage Manager Award of Merit at the Sears Provincial Drama Festival.

The Chairman called on former Trustee Paul McWhinnie to present the 1997 Recognition of Excellence Award to Tom Ouzas, a teacher at Tweedsmuir Middle School. Mr. McWhinnie, who was instrumental in establishing this Award, spoke of Mr. Ouzas' commitment to the optimum utilization of the computers within the school and his beyond-the-call efforts in modifying and enhancing the equipment. By giving of his expertise, he made a difference for the students and provided invaluable assistance to the teachers.

In accepting the award, Mr. Ouzas noted he would be the last recipient of this Award from the Board of Education for the City of Hamilton, a school board with a tradition of excellence for 150 years. As a former, proud student of Tweedsmuir Senior Public School, he recalled the tradition of excellence of his teachers. As a present staff member, he referred to the caring, dedicated principal and entire staff of truly dedicated professionals at Tweedsmuir and emphasized that the students there deserved these teachers of excellence on a daily basis. He added that it was on behalf of both the past and present principals and staffs of Tweedsmuir School that he accepted the Award.

The following six individuals were then inducted into the Hamilton Interscholastic Athletic Council Hall of Fame in honour of their outstanding contributions to athletics in Hamilton secondary schools:

Athlete of the Year: Katherine McColl, Westdale and Julian Springer, Barton

Builders: Joan Rapsavage (posthumous) and Don Ferguson

Dynasty Teams: Girls' Field Hockey Team, Hill Park and Boys' Waterpolo Team, Westdale

Moved by Mrs. Lowe, seconded by Mr. Hicks: That the minutes of the regular meeting of 1997 11 20 and special meetings of 1997 11 06, 1997 11 25 and 1997 12 04 be adopted as presented. Carried.

The members agreed to complete the General portion of the agenda, recess the Board meeting in order to address other business and then reconvene to complete the Board agenda.

The Secretary drew the members' attention to the correspondence attached to the agendas.

Moved by Dr. Johnston, seconded by Ms. MacDonald: That the following correspondence be dealt with as shown:

1. That the thanks for the Board's expression of sympathy from the Bob Churchill family be received and filed.
2. That the resolution from the Etobicoke Board of Education regarding Sun Awareness Month be referred to the Officials
3. That Trustee Hill's letter regarding the Auditor's Report re Recruitment of Visa Student and Board Policies not be received.

Clause 1. was put to a vote and was Carried.

Clause 2. was put to a vote and was Carried.

When it was questioned how the Board could not receive Trustee Hill's letter, Trustee Johnston noted that the issue was tabled at the December meeting of the Operations and Finance Committee.

Trustee Stewart challenged the Chair for accepting the motion and for allowing the correspondence to be on the agenda. Mr. Matier responded that correspondence addressed to the Secretary of the Board must be placed before the Board.

Trustee Johnston asked for and received the members' permission to withdraw his motion.

One member questioned the Board's unwillingness to permit a trustee's position to be recorded in the minutes of a meeting, noting that Trustee Hill feels strongly that her views should be on record.

Trustee Hill stated she has tried twice to have her opinion in the public record - both unsuccessfully - and believed the Board must receive her letter as correspondence.

The Chairman halted the debate and called the vote on the challenge to the Chair. A recorded vote was requested and the challenge was sustained. Those in favour: Trustees Mulholland, Bishop, Gage, MacDonald, Johnston, Johnstone, Rogers, Hicks, Wall, Darby and Stewart; those opposed: Trustees Lowe, Korz, Orban, Paquin, Patenaude, Desmarais, Hill and Cunningham.

Trustee Gage stated his objection to the Chair permitting debate on the challenge to the Chair before calling the vote.

Trustee Hill then gave notice that she will move or cause to be moved at the next regular meeting or special meeting called for that purpose the following motion:

That the following letter become part of the public record:
"On the agenda of the Operations and Finance Committee meeting of December 9, 1997, under Business Arising From The Minutes, was the topic "Auditor's Report re Recruitment of Visa Students and

Board Policies - requested by Trustee Hill". At that time I read an excerpt from unpublished minutes of the November 11, 1997 meeting and made a statement in relation to that excerpt. The content of that statement was as follows.

The draft minutes read, 'Ms Cunningham felt the recommendations from the auditor's report were not necessary since the Board already has this process in place.

Mr. Gage stated that if the operating practices were, in effect, already in place, then the internal controls would have brought these issues to the Board for approval. If not, then fiduciary responsibilities should have rested with the officials to report this and if not, he asked what measures would the Director now take regarding these fiduciary responsibilities.'

The minutes as circulated for proof reading to the staff read, 'Mr. Gage suggested that if the operating procedures were in place then the internal controls would have brought these issues to the Board for approval. If not, then fiduciary responsibilities should have rested with the officials to report this and he asked what measures would the Director now take regarding these responsibilities.'

The officials make no reply in either the draft or final versions of the minutes.

Auditors Recommendation:

"Ensure that the project is within the spirit of the Board's mission statement of providing a better education for the students of the City of Hamilton."

Rules and Regulations of the Board of Education for the City of Hamilton as amended Board, 1994 06 16 -- page 21 rule 71 (Program Committee)

"The Committee shall have the responsibility, subject always to the approval of the Board, for:

- (a) supporting, facilitating and encouraging creative new development in the Organization;
- (b) researching, developing, planning, implementing and evaluating all aspects of new development projects including program curriculum and special services, financial considerations and building modifications."

-- Page 21 rule 72 (Program Committee)

"... the Committee's responsibilities shall include: ...

- (c) evaluate and review existing curricula and programs on an on-going basis; ...

(e) program service and delivery;"

So while not specific in reference to the Board's mission statement, it is understood that *all programs and actions of the Board should be in concert with the mission statement of the Board and in providing the best for each child*. If these have not been the guiding principals by which we and all others approach the business of the Board, then we have all truly failed.

Auditors Recommendation:

"Ensure that the revenue generation project meets the permissive legislation of the Regulations of the Education Act as administered by the Ministry of Education and Training."

Rules and Regulations of the Board of Education for the City of Hamilton as amended Board, 1994 06 16 -- page 22 rule 76 (Operations and Finance Committee)

"The Committee shall have responsibility, subject always to the approval of the Board, for ensuring that all aspects of the Board's current operations, including financial management, management of plant, current automation, etc. are effectively supervised and *are in accordance with the Education Act and the Rules and Regulations of the Board*"

Auditors Recommendation:

"Have the Financial viability of the revenue generation project approved by the Superintendent of Finance and Financial Services department.

Rules and Regulations of the Board of Education for the City of Hamilton as amended Board, 1994 06 16 -- page 21 rule 71 (b) (Program Committee)

"(b) researching, developing, planning, implementing and evaluating all aspects of new development projects including program curriculum and special services, *financial considerations* and building modifications."

-- page 22 rule 76 (Operations and Finance Committee)

"The (Operations and Finance) Committee shall have responsibility, subject always to the approval of the Board, for ensuring that all aspects of the Board's current operations, including financial management, management of plant, current automation, etc. *are effectively supervised* and are in accordance with the Education Act and the Rules and Regulations of the Board"

-- page 22 & 23 rule 77 (Operations and Finance Committee)

"(e) *the supervision of the books*, accounts, documents, vouchers,

money, debentures and securities of the Board, and *all funds collected in or by the schools for any purpose whatsoever*;

(k) shall be responsible for directing the development, implementation and review of all policies of the Board;

(l) *regulate, supervise and conduct the operations of the schools*"

Auditors Recommendation:

"Have the board review the above information and approve the commencement of the project."

Rules and Regulations of the Board of Education for the City of Hamilton as amended Board, 1994 06 16 -- page 21 rule 71 (Program Committee)

"The (Program) Committee shall have the responsibility, *subject always to the approval of the Board*, for:

-- page 22 rule 76 (Operations and Finance Committee)

"The Committee shall have responsibility, *subject always to the approval of the Board*, for ensuring that all aspects of the Board's current operations, including financial management, management of plant, current automation, etc. Are effectively supervised and are in accordance with the Education Act and the Rules and Regulations of the Board"

My closing comments were something like this:

Trustee Margaret Cunningham was right - the rules have been in place.

Trustee Brian Gage was also right - fiduciary responsibilities have been broken; but not by Margaret, who has fulfilled all her responsibilities (both fiduciary and leadership) to the Board. We as a board of trustees "dropped the ball" and have failed to live up to our responsibilities.

I believe these opinions to be true, and believe I have the right to not only have these opinions, but to express them publicly. As a Board, you may refute my opinions, but not the Rules and Regulations as they apply to the Auditors Report or to the process that should have applied to the entire Recruitment of Visa students.

I have therefore supplied you with a copy of my comments in written form, so that you have them for the next Operations and Finance Committee meeting. It will again be on the agenda, as I have requested it. The minutes of the meeting of November 11, 1997 will also be publicly debated and approved at the next meeting.

Sandy Hill, Trustee, Hamilton Board of Education, Ward 4"

Presentation of Reports

Program Committee - Mr. Stewart

Operations and Finance Committee, regular and specials -
Mrs. Hill

Personnel and Organization Committee, regular and special -
Mr. Darby

Moved by Mr. Stewart, seconded by Dr. Johnston: That the General Part of the Report of the Program Committee be adopted.
Carried.

Moved by Mrs. Hill, seconded by Ms. Orban: That the General Part of the Report and Special Report of the Operations and Finance Committee be adopted.

Moved in amendment by Ms. Orban, seconded by Mr. Stewart: That the following motion, lost at Committee, be lifted into the body of the 1997 12 09 report to become Clause 8.:

That, in addition to the Child Care Rebate application form to be distributed through the schools, parents also receive an additional form stating the options available to them in returning a portion of or all of the \$400.00 to the Board through the Board of Education for the City of Hamilton Foundation, thereby (a) the charitable donation will provide a tax relief and (b) the opportunity to direct the charitable donation for a specific purpose or purchase.

Trustee Orban, terming Bill 160 as the greatest give away of taxpayers' money to a select group of parents, believed it was incumbent on this Board to communicate to parents some options around the \$400 or a portion. Through a donation to the Foundation, parents could receive a tax receipt and direct the funds towards specific school-related programs such as books or computers.

It was noted that the School Councils and Home and School Associations have communicated this option. While some members were not in agreement of some of the rationale behind the motion, they indicated their support of the spirit of highlighting the choices open to parents to enhance some aspects of their children's education.

Mr. Matier responded to a question that, despite the January 16 deadline for making application for the rebate, there will be time to communicate this message to parents since the cheques will not be issued until late February. He confirmed that this has been discussed with the principals and they have requested a single-page explanation that they could include in their school newsletters.

Ms. Polidori, Manager, Accounting Services, clarified that because Bill 160 comes into effect in 1998, any surplus savings in the reserves from the work stoppage would not be returned to the taxpayers since the assessment would not be collected in the same manner in 1998.

At this point, the Chairman noted that lifting addendums into the body of a report have been handled in various manners by different Chairmen. She had permitted debate on the motion to lift and, therefore, if the amendment was successful, the recommendation would become part of the report.

Following some further debate, Trustee Wall called the question and it was Carried.

The amendment was put to a vote and was Carried.

The remainder of the report, as amended, was put to a vote and was Carried.

Moved by Mr. Darby, seconded by Mrs. Hill: That the General Part of the Report of the Personnel and Organization Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Mulholland: That Clause 4. of the November Report of the Personnel and Organization Committee (1997 11 13), as follows, adopted at the 1997 11 20 meeting of the Board be rescinded:

4. (a) That the following interim appointments to Supervisory Officer positions be extended as shown:

(i) That the appointment of Frank Cooke to the position of Interim Superintendent of Schools, effective 1997 03 05, be

extended until such time as the New District School Board determines a senior administrative structure.

(ii) That the appointment of Kenneth Bain to the position of Interim Assistant Superintendent of Schools, effective 1997 03 20, be extended until such time as the New District School Board determines a senior administrative structure.

(iii) That the appointment of Janice L. Tomlinson to the position of Interim Assistant Superintendent of Program be extended until such time as the New District School Board determines a senior administrative structure.

The Chairman noted that the Education Improvement Commission, indicating this Board did not have the authority to extend the above appointments beyond December 31, did not approve the extensions. Terming the motion on the floor as housekeeping, Mr. Matier responded to a question that the appointment of the Interim Superintendent of Human Resources was "until the new administrative structure is in place" and does not require any further Board action.

The motion was put to a vote and was Carried.

Trustees Wall, Korz, MacDonald and Lowe took the opportunity as offered by the Chairman to any trustee who wished to say a few words in recognition of this last Board meeting for the Board of Education for the City of Hamilton.

FRENCH LANGUAGE SECTION

Presentation of Report - Mr. Desmarais

Moved by Mr. Desmarais, seconded by Mr. Paquin and Ms. Patenaude: That the last Report of the French Language Section of this Board be adopted. Carried.

The members agreed to recess the Board meeting in order to resume a Special Meeting of the Personnel and Organization and convene a Special Meeting of the Operations and Finance Committee. The public meeting of the Board would resume following those meetings.

The Board meeting resumed at 22:55 hours.

ELEMENTARY/SECONDARY

Moved by Mr. Hicks, seconded by Mrs. Hill: That the following correspondence from Sir Allan MacNab Secondary School regarding appreciation to Royal Bank, Harvard Square be received for information:

"Please read this into the Board minutes: The staff and students of Sir Allan MacNab Secondary School wish to comment and thank Mr. Paul McDiarmid of the Royal Bank, Harvard Square, for his support of our Awards Assembly. Mr. McDiarmid and the Royal provided our 140 proficiency award winners each with an impressive engraved plaque to commemorate their achievements. These plaques will serve as both trophy and memory for students and parents. The Royal Bank and its management have been generous in their support of MacNab for some time now. We value their partnership and thank them for making our award winners' day so special."

Carried.

Moved by Mrs. Hill, seconded by Mr. Darby: That the Elementary/Secondary Part of the Report of the Operations and Finance Committee be adopted. Carried.

Moved by Mr. Darby, seconded by Mr. Hicks: That the Elementary/Secondary Part of the Report and Special Report of the Personnel and Organization Committee be adopted. Carried.

Moved by Mrs. Hill: That the Board continue to meet past 23:00 hours. Carried.

Recognizing that this meeting was the last for the Board of Education for the City of Hamilton, Trustee Lowe presented Margaret Cunningham, Chairman of the Board for 1997, with the customary gift from the Board.

The Board then met in-camera and the following action was taken:

Memorandum of Agreement between the Board of Education for the City of Hamilton and A.E.F.O., Hamilton Secondary Unit

Trustees Darby, Patenaude and Hill declared conflicts of interest and, stating they would neither debate nor vote on the issue, left the Board Room.

Moved by Mr. Paquin, seconded by Mr. Stewart: That the Memorandum of Agreement between the Board of Education for the City of Hamilton and A.E.F.O., Hamilton Secondary Unit be adopted as presented (see Page 594). Carried.

Other action taken at the in-camera session is not recorded in these public minutes as per Section 207 of the Education Act.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**REPORT OF THE
FRENCH LANGUAGE SECTION
EIGHTH REPORT**

Present: Trustees Desmarais (Chairman), Paquin and Patenaude.

Official(s) Present: R. C. Lavoie (Superintendent of Schools - French as a First Language).

The French Language Section recommends:

1. That the following recommendations of the Superintendent of Schools, French as a First Language be approved as presented:

A. STAFFING

1. Probationary Staff Appointment(s) - Nil
2. Permanent Staff Appointment(s) - Nil
3. Promotion(s) - Nil
4. Internal Appointment(s) - Nil
5. Timetable Change(s) - Nil
6. Retirement(s) - Nil
7. Leaving Employment - Nil
8. Leave(s) - Nil

B. OTHER

Trip(s)

That the following trip request(s) be approved:

(a) Georges-P.-Vanier, Grades 9 to OAC, Blue Mountain, Collingwood, Ontario, 1998 01 09.

2. That the News Release from the Ministry of Education and Training dated 1997 11 06 re: Bill 160 be received for information.

3. That the Memorandum from the Ministry of Education and Training dated 1997 09 29 re Update on Secondary School Reform be received for information.

4. That the Memorandum from the Ministry of Education and Training dated 1997 11 14 re Information of political nature be received for information.

5. That the Memorandum from the Education Improvement Commission dated 1997 11 14 re Renumeration of administrative staff be received for information.

6. That the comments from Paul Rouleau (AFCSO) re Bill 160 be received for information.

7. That the results of the 1997 11 10 elections - District School Board #58 be received for information.

8. That the report on the revised school year calendar for the year 1997-1998 for Georges-P.-Vanier be approved and submitted to the Ministry of Education and Training.

9. That the verbal update on the implementation of French Language District School Boards be received for information.

10. That the reports of the Admission Committee dated 1997 11 17 and 1997 11 25 be approved and that Mahamat Nour AHAMT, Ali MOUSSA-ADOUM and Aziza Hassan BOUKAR be admitted to École secondaire Georges-P.-Vanier.

Respectfully submitted

Conference Room
Centre francophone
St-Thomas-d'Aquin
1997 12 02

JEAN DESMARAIS
Chairman

RAPPORT DE LA SECTION DE LANGUE FRANÇAISE HUITIÈME RAPPORT

Étaient présents: M. Jean Desmarais (président), M. Hubert Paquin (conseiller scolaire), Mme Marie Patenaude (conseillère scolaire)

Administrateur présent: M. R. C. Lavoie (Surintendant des écoles de langue française)

La Section de langue française recommande:

1. que les propositions du Surintendant des écoles de langue française soient approuvées telles que présentées:

A. DOTATION EN PERSONNEL

1. **Nomination(s) du personnel stagiaire** - Aucune
2. **Nomination(s) du personnel permanent** - Aucune
3. **Promotion(s)** - Aucune
4. **Nomination(s) interne(s)** - Aucune
5. **Changement(s) d'assignation** - Aucune
6. **Retraite(s)** - Aucune
7. **Résiliation(s) d'emploi** - Aucune
8. **Congé(s)** - Aucun

B) QUESTIONS DIVERSES

Voyage(s)

Que les demandes de voyages suivantes soient approuvées :

(a) Georges-P.-Vanier, 9^e années-CPO, Blue Mountain, Collingwood, Ontario, le 9 janvier 1998.

2. que le communiqué du ministère de l'Éducation et de la Formation en date du 6 novembre au sujet de la Loi 160 soit reçu à titre d'information.

3. que la note de service du ministère de l'Éducation et de la Formation en date du 29 septembre 1997 au sujet de la mise à jour

sur la réforme de l'enseignement au palier secondaire soit reçue à titre d'information.

4. que la note de service du ministère de l'Éducation et de la Formation en date du 14 novembre 1997 au sujet d'informations de nature politique soit reçue à titre d'information.

5. que la note de service de la Commission d'amélioration de l'éducation en date du 14 novembre 1997 au sujet de la rémunération du personnel administratif soit reçue à titre d'information.

6. que les commentaires de Paul Rouleau (AFCSSO) sur le projet de Loi 160 soient reçus à titre d'information.

7. que les résultats des élections du 10 novembre 1997 - Conseil de district #58 soient reçus à titre d'information.

8. que le rapport sur le calendrier scolaire révisé pour l'année 1997-1998 pour l'école secondaire Georges-P.-Vanier soit approuvé et acheminé au ministère de l'Éducation et de la Formation.

9. que le rapport verbal sur la mise à jour des Conseils de district soit reçu à titre d'information.

10. que les rapports du Comité d'admission en date du 17 et 25 novembre 1997 soient approuvés et que Mahamat Nour AHAMT, Ali MOUSSA-ADOUM et Aziza Hassan BOUKAR soient admis à l'École secondaire Georges-P.-Vanier.

Respectueusement présenté

Salle de conférence
Centre francophone
St-Thomas-d'Aquin
le 2 décembre 1997

JEAN DESMARAIS
Président

REPORT OF THE PROGRAM COMMITTEE TENTH REPORT

Present: Trustees Stewart (Chairman), Bishop, Johnstone, Mulholland, Patenaude, Wall and Cunningham.

Also Present: Trustees Darby, Desmarais, Gage, Johnston, MacDonald, Orban and Rogers.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program), K. Bain (Interim Assistant Superintendent of Schools), and J. Tomlinson (Interim Assistant Superintendent of Program).
The Committee recommends:

GENERAL

1. That the Athletic Office prepare a report for the new district school board which outlines possible format options and costing of a Board-wide middle school staff and volunteer coach appreciation event.

2. That the Hamilton Board of Education write letters of support to Cable 14, the cable companies that fund Cable 14, and M.P. Sheila Copps to continue televising Academic Challenge as an excellent showcase of some of our most talented students in a well-received program in the Community.

Respectfully submitted

**Board Room
1997 12 04**

**R. STEWART
Chairman**

**REPORT OF THE
OPERATIONS AND FINANCE COMMITTEE
ELEVENTH REPORT**

Present: Trustees Hill (Chairman), Desmarais, Lowe, Rogers and Cunningham

Also Present: Trustees Bishop, Johnston, Johnstone, Mulholland, Orban, Paquin, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer) and K. Bain (Interim Assistant Superintendent of Schools).

The Committee Recommends:

GENERAL

1. That the Progress Report on Transportation be received for information.

2. That the Annual Public Relations Report be received for information.

3. That the Report re Interim Financial Status Report - 1997 10 31 be received for information.

4. That the 1997 Forecast of Expenditures and Revenues be received for information.

5. That the Report re 1998 Insurance Premiums be received for information and the following recommendations approved:

(a) That the Board of Education for the City of Hamilton authorize payment to the Ontario School Boards' Insurance Exchange for the applicable portion of the Board's liability premium, Trustee Group Accident and contribution to the Guarantee Fund effective January 1, 1998.

(b) That the Board of Education for the City of Hamilton authorize the payment of premium to the Dalton Timmins Group for the Hamilton Board's applicable share of the Property, Automobile, Crime, Data Processing, Boiler and Machinery insurance portfolio effective January 1, 1998.

6. That the verbal update on the Public Relations "loan" for the 150 Years of Excellence Book be received for information.

7. That the verbal update on the Student Exchange Program be received for information.

Clause 8. added at Board.

8. That, in addition to the application form to be distributed through the schools, parents also receive an additional form stating the options available to them in returning a portion of or all of the \$400.00 to the Board through the Board of Education for the City of Hamilton Foundation, thereby (a) the charitable donation will provide a tax relief and (b) the opportunity to direct the charitable donation for a specific purpose or purchase.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Director of Education and Secretary be approved.

(a) That the following trip requests be approved:

(i) Chedoke, Grade 7 [Camping Trip - Camp Wanakita, Haliburton], 1998 01 14 to 16 (Wednesday to Friday).

(ii) Dalewood, Grade 7 [Camping Trip - Camp Wanakita, Haliburton], 1998 01 07 to 10 (Wednesday to Saturday).

(iii) Dalewood, Grades 6 to 8 [Ski Trip - Coldwater/Mt. St. Louis Moonstone], 1998 02 03 (Tuesday).

(iv) Dalewood, Grades 6 to 8 [Ski Trip - Snow Valley, Barrie], 1998 03 09 (Monday).

(v) Westview, Grade 6 [Camping Trip - Camp Wanakita, Haliburton], 1998 01 11 to 14 (Sunday to Wednesday).

(vi) Barton, Grades 9 to OAC [Cross Country Meet - Hardwood Hills, Barrie], 1998 01 08 (Thursday)

- (vii) Barton, Grades 9 to OAC [Cross Country Meet - Hardwood Hills, Barrie], 1998 01 12 (Monday)
- (viii) Barton, Grades 10 to OAC [Camping Trip - Algonquin Park], 1998 09 24 to 26 (Thursday to Saturday).
- (ix) Delta, Grades 9 to OAC [Ski Trip, Blue Mountain], 1998 01 30 (Friday).
- (x) Westdale, Grades 11 to OAC [History Trip - Austria and Germany], 1998 03 11 to 23 (Wednesday/Sunday).

Respectfully submitted

Board Room
1997 12 09

S. HILL
Chairman

**REPORT OF THE PERSONNEL AND
ORGANIZATION COMMITTEE
ELEVENTH REPORT**

Present: Trustees Darby (Chairman), Johnston, Orban, Paquin and Cunningham (Chairman of the Board).

Also Present: Trustees Bishop, Desmarais, Johnstone, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), D. Russon (Interim Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and S. Thompson (Assistant Superintendent of Schools),

The Committee recommends:

GENERAL

1. That the Verbal Report re the Role of Chief Negotiator be received for information.

2. That the following recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS** - Nil

2. **PERMANENT STAFF APPOINTMENTS** - Nil

3. **PROMOTIONS**

(a) That Nancy Podolsky be promoted to the position of Science Technician, Administrative & Operational Services - Grade 9, (Clerical & Technical Staff), effective 1997 12 23, with salary according to the salary schedule.

Replacement

4. **INTERNAL APPOINTMENTS** - Nil

5. **TIMETABLE CHANGES** - Nil

6. RETIREMENTS

(a) That the resignation of Conrad Palmer (Caretaker, Caretaking & Maintenance Staff) for the purpose of retirement, effective 1998 06 30, be accepted with regret and the Board's gratuity be paid.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 12 05, for Gerald Johnson, Assistant Caretaker (Caretaking & Maintenance Staff) to leave the employ of the Board be approved.

8. LEAVES - Nil**9. OTHERS - Nil**

* * * * *

3. That the Staffing Report - Full Time Equivalent Positions as of 1997 12 03 be received for information.

4. That the Report on Supply Teacher Usage as of 1997 10 31 be received for information.

5. That the Report re Job Evaluation be received for information and the following recommendation be approved:

(a) That the Board approve the results of the Job Evaluation for the position of Employee Records Co-Ordinator and that the result increase in compensation be retroactive to July 14, 1995.

6. That the update on financial outcomes of CUPE, Local 1344 cleaning Sir Allan MacNab and Highview Schools be received for information.

ELEMENTARY/SECONDARY

1. That the following recommendations of the Superintendent of Human Resources be approved:

1. **PROBATIONARY STAFF APPOINTMENTS**

(a) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

David Cheeseman (E), 1997 11 03

Tammy DiDonato (E), 1998 01 01

Replacements

(b) That the following staff be appointed to the Probationary Educational and Lunchroom Assistant Staff in the position of Educational Assistant (Grade 5), effective 1997 12 01, with salary according to the salary schedule:

Bonnie Allison (.5)

Carolyn Zechmeister

Contract Compliance

(c) That Arlene Lively be appointed to the Probationary Staff in the position of Elementary School Library Secretary (Clerical & Technical Staff), Grade 3 - 10 month (.6), effective 1998 01 05, with salary according to the salary schedule.

Replacement

2. **PERMANENT STAFF APPOINTMENTS**

(a) That J. Lawrence Thomas (E), be transferred to the Permanent Staff, effective 1997 12 02, with salary according to the salary schedule.

3. **PROMOTIONS**

(a) (i) That Leland Currie (S), be appointed to the position of Acting Principal of a Secondary School, effective 1998 01 01, with salary according to the salary schedule.

Replacement

(ii) That John Whitwell (S), be appointed to the position of Acting Vice-Principal of a Secondary School, effective 1998 01 01, with salary according to the salary schedule.

Replacement

(b) That the promotion of Patricia Binkley to Elementary School Secretary - Grade 8, granted at a previous meeting, be changed to 10 month (Clerical & Technical Staff), effective 1997 09 25, with salary according to the salary schedule.

4. INTERNAL APPOINTMENTS

(a) That the appointment of Vince Martorelli to the position of Social Worker, Behavioural Resource Team (Professional Student Services Personnel Staff) be extended, effective 1997 10 01 to 1998 08 31, with salary according to the salary schedule.

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignation of Lee Swan, Secondary School Principal, for the purpose of retirement, effective 1998 04 30, be accepted with regret and the Board's gratuity be paid.

(ii) That the resignation of Geza Kocsis, Secondary School Vice-Principal, for the purpose of retirement, effective 1998 01 30, be accepted with regret and the Board's gratuity be paid.

(iii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Patricia E. L. Barlas (S), 1998 06 30

Douglas Burton (E), 1998 02 28

Judith Clugston (S), 1998 06 30

Karen Cosier (E), 1998 06 30

Ronald Crawford (S), 1998 08 31

Charlotte Crouch (S), 1998 06 30

David D. Davies (S), 1998 06 30

William Davies (S), 1998 06 30

Romano C. Dreossi (S), 1997 12 31

A. Bryan Ferroni (S), 1998 06 30
Hilary Gallant (S), 1998 06 30
A. Wayne Hager (S), 1998 06 30
Susan A. Harper (S), 1998 06 30
Akos Jankura (S), 1998 06 30
Warren Johnson (S), 1998 01 30
Gunther Kamutzki (S), 1998 06 30
William Kay (S), 1998 06 30
Gary J. Krar (S), 1998 04 30
Ronald Leighton (S), 1998 06 30
Murray D. Lumley (S), 1998 06 30
Sharon Macdonald (E), 1998 06 30
J. Brian MacLean (S), 1998 06 30
Sheila MacLeod (S), 1998 06 30
Sheila M. Mann (S), 1998 06 30
William Robert Marquis (S), 1998 06 30
Kim McCulloch (S), 1998 06 30
Joyce McCorquodale (S), 1998 06 30
Norah Navin (S), 1998 01 30
Donald Newton (S), 1998 06 30
Robert O'Connor (S), 1998 03 31
Barbara Ormond (S), 1997 12 31
Peter J. Patterson (S), 1998 01 30
Steven C. Pearson (S), 1998 06 30
Eric Petz (S), 1998 06 30
Helen Rees (S), 1998 06 30
John Rudolph (S), 1997 12 31
David Simpson (S), 1998 06 30
R. Gary Smith (S), 1998 06 30
Diane Stampfler (E), 1998 06 30
Glenn H. Stinson (S), 1998 03 13
Lou Tipoulow (S), 1998 06 30
R. Rae Tomlinson (E), 1998 06 30
Scott Tyler (S), 1998 03 31
A. Dean Watson (S), 1998 06 30
Leslie Zimmer (S), 1997 12 31
Diane Zsepeczky (S), 1997 12 31

(iv) That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

Louise Creaghan (S), 1998 01 30

Frances Fairley (S), 1998 01 30

Diane Marsh (E), 1997 12 31

Edward Turek (S), 1997 10 31

(v) That the dates of retirement granted to the following staff at a previous meeting, be changed to the dates as shown:

William Eagles (S), 1998 01 30

W. David Easton (S), 1998 01 30

Joyce Reynolds (S), 1998 01 30

Robert Scott (S), 1998 01 30

Donald Thorne (S), 1998 01 30

Frank Vormittag (S), 1998 02 28

(b) That the resignation of Irene Sushko (Administrative Assistant, Administrative Staff) for the purpose of retirement, effective 1997 12 31, be accepted with regret and the Board's gratuity be paid.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 12 31, for Helen Brown (E) to leave the employ of the Board, be approved.

8. LEAVES

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Agnes Bonin-Labrecque (S), 1997 11 18

Carolyn Foreman (E), 1998 02 09 to 1998 06 05

Cynthia Grau (E), 1998 01 19 to 1998 08 31

Gary Krar (S), 1998 02 04 to 1998 04 30

Marion M. Low (E), 1998 01 01 to 1998 08 31

Archie J. McQueen (E), 1998 01 01 to 1998 08 31

Cherylin Moses (E), 1998 02 02 to 1998 08 31

Wendy Reeson (E), 1998 01 01 to 1998 08 31

Bruce Quinn (E), 1998 01 01 to 1998 08 31

Oriana Usyk (E), 1997 11 26 (.5)

Janet Wolfe (E), 1997 10 24 to 1998 08 31

Janet Zurbrigg (E), 1997 11 18 (.5)

(b) That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Susan D'Angelo (Educational Assistant, Educational and Lunchroom Assistant Staff), 1998 01 08 to 1998 06 30

Dianne Maki (Educational Assistant, Educational and Lunchroom Assistant Staff), 1998 01 08 to 1998 06 30 (.5)

Leave of Absence - Date Change

(b) That the dates of the Leave of Absence granted to Kim Wilson (Secretary, Secondary School Clerical & Secretarial Staff) at a previous meeting, be changed to: 1997 11 05 to 1998 05 05.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Brenda Csordas (S), 1998 01 29 to 1998 08 31

Anna Gusenbauer (E), 1998 01 01 to 1998 03 20

Audrey Hensen (E), 1998 02 19 to 1998 08 31

Marina Intson (E), 1998 01 01 to 1998 08 31

Kathryn Kohler (E), 1998 01 19 to 1998 08 31

Judy Penner (E), 1998 01 01 to 1998 08 31

Anne W. Pittis (E), 1998 01 01 to 1998 08 31

Christine J. Tate (E), 1998 02 02 to 1998 08 31

(b) That the request of Judith Dalmer (Educational Assistant, Educational and Lunchroom Assistant Staff) for an extension of her Leave of Absence, effective 1998 01 01 to 1998 06 30, be granted.

Leave of Absence - "Four Over Five"

(a) (i) That approval be granted for the request of Gordon Stevens for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the first semester of the 1997-1998 school year.

(ii) That the request of Wendy Cole Ferroni for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") be rescinded.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Lynda Ball (E), 1997 11 10 (.5) & 1998 01 01 (1.0)

Lorraine Finlayson (E), 1998 01 05

Mary Jackman (E), 1998 01 01

Maria Marazia-Rosati (E), 1998 01 01

Dale A. Pyke (E), 1998 01 01

Lisa Read (E), 1997 12 15

(b) That the following staff be returned from a Leave of Absence, effective as shown:

Stacey Avery-Raposo (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 12 08

9. OTHERS - Nil

* * * * *

2. That the following recommendation of the Director of Education and Secretary be approved:

(a) That the resignation of Dr. Frank Cooke, Interim Superintendent of Schools, for the purpose of retirement, effective 1997 12 31, be accepted with regret and that the Board's gratuity be paid.

Respectfully submitted

Board Room
1997 12 11

G. DARBY
Chairman

**REPORT OF THE SPECIAL MEETING
OF THE OPERATIONS AND FINANCE COMMITTEE**

Present: Trustees Hill (Chairman), Desmarais, Gage, Johnston, MacDonald and Rogers.

Also Present: Trustees Darby, Hicks, Johnstone, Mulholland, Orban, Paquin and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), P. Gillie (Superintendent - Administrative and Operational Services) and K. Bain (Interim Assistant Superintendent of Schools).

The Committee recommends:

GENERAL

1. That the following motion be tabled:

That the written comments by Mrs. Hill be recorded in the public record of this meeting.

2. That the Legal Opinion regarding Refunds to Visa Students who paid in excess of the calculated fees be tabled.

3. That the verbal update on the Student Exchange Program be received for information.

Respectfully submitted

Board Room
1997 12 16

S. HILL
Chairman

REPORT OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Gage, Hill, Johnstone, Lowe, Mulholland, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), D. Russon (Interim Superintendent of Human Resources), M. Quinn (Superintendent of Schools), E. Bond (Superintendent of Program), P. Gillie (Superintendent of Administrative and Operational Services), K. Bain (Assistant Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Committee recommends:

ELEMENTARY/SECONDARY

1. That the Report re Elementary and Secondary School Vice-Principal Candidates Eligible for Promotion be received for information and the following recommendation approved:

(a) That the Elementary and Secondary Vice-Principal list be approved and that this list become the Approved for Promotion List:

<u>Elementary School Vice-Principal</u>	<u>Secondary School Vice-Principal</u>
Brenda Adamowich	Michael Rehill
Diane Aitken	
Susan Banks	
Judith Peall-Ward	
Jean Petruszkiewica	
Carol Phillips	
Catherine Scott	
Janice Tomlinson	

Elementary Principal

Anne Cliffe

Sandra Cole

Patricia Hutchinson

Mary Johnson

Janice Robertson

Jane Shipton

Lillian Somerville

Margaret Willett

Secondary Principal

Carol Gillespie

John Smees

2. That Senior Management attempt to maintain some type of continuity in the area of the school office of Rosedale School until June 30, 1998.

3. That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) That the following teachers be appointed to the Probationary Staff, effective 1998 01 01, with salary according to the salary schedule:

Lisa Carter (E)

Amy Cook (S), 3/6 (F.T. Sem. 1)

David Cairns (E), .5

Jennifer Gatecliffe (E)

Ruth Purdy (S), 3/6 (F.T. Sem. 1)

Josette VanRooyen (E), .6

Alison Vickers (S), 3/6 (F.T. Sem. 1)

6 Replacements**1 New Position - Ministry Funded****3. PROMOTIONS**

(a) (i) That the following Elementary School Vice-Principals be appointed to the position of Acting Principal of an Elementary School, effective 1998 01 01, with salary according to the salary schedule:

Mary Johnson

Janice Robertshaw

Margaret Willett

Replacements

(ii) That the following teachers be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 12 31, with salary according to the salary schedule:

Brenda Adamowich

Diane Aitken

Jean Petruszkiewicz

Carol Phillips

Catherine Scott

Replacements

(iii) That the effective date of the appointment of John Whitwell (S) to the position of Acting Vice-Principal of a Secondary School, approved at the December Personnel and Organization Meeting, be changed to 1997 12 31.

5. TIMETABLE CHANGES

(a) That the following timetable changes, effective 1998 01 01, be approved:

Ivan Amodeo (E), .2 to .7

Kimberley Ormerod (E), .5 to 1.0

Heather Rex (S), 1/6 to 3/6 (F.T. Sem. 1)

Replacements

6. RETIREMENTS

(a) (i) That the resignations of the following teachers for the purpose of retirement, effective 1998 06 30, be accepted with regret and the Board's gratuity be paid:

Sheila Bryant (E)

Judith Moore (E)

(b) That the resignations of the following Educational Assistants (Educational and Lunchroom Assistant Staff) for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Elizabeth Black, 1998 06 30

Marion Foster, 1998 04 30

Agnes Smith, 1998 06 30

(ii) That the date of retirement granted to Romano Dreossi (S) at the December Personnel and Organization meeting be changed to 1998 01 30.

7. LEAVING EMPLOYMENT

(a) That the date, 1997 12 31, for the following staff, to leave the employ of the Board, be approved:

Sandy Bonbled (E)

Sarah Lindsay (E)

8. LEAVES

Leave of Absence

(a) That the effective dates of the Leave of Absence granted to Audrey Hensen (E) at the December Personnel and Organization meeting be changed to 1998 02 19 to 2000 02 19.

Return from Leave of Absence

(a) That Susan Schenk (E) be returned from a Leave of Absence, effective 1998 01 01 (1.0).

Respectfully submitted

Board Room
1997 12 18

G. DARBY
Chairman

REPORT OF THE SPECIAL MEETING OF THE OPERATIONS AND FINANCE COMMITTEE

Present: Trustees Hill (Chairman), Desmarais, Gage, Lowe, MacDonald, Rogers and Cunningham.

Also Present: Trustees Bishop, Darby, Hicks, Johnston, Johnstone, Korz, Mulholland, Orban, Paquin, Patenaude, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Assistant Superintendent of Program).

The Committee recommends:

GENERAL

1. That the twenty day suspension of a student in our system be extended until the conclusion of the expulsion hearing by the Board scheduled for Wednesday, 1997 12 29.

Respectfully submitted

**Board Room
1997 12 18**

**S. HILL
Chairman**

**MEMORANDUM OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
A.E.F.O., HAMILTON SECONDARY UNIT**

1. The parties agree that the terms of this Memorandum shall constitute full settlement of all matters in dispute.
2. The undersigned representatives agree to recommend acceptance of the terms of this memorandum of agreement to their respective principals.
3. The term of the Collective Agreement shall be from September 1, 1996 up to and including August 31, 1998.
4. All terms and conditions shall be applicable effective the date of ratification, unless otherwise specified.
5. Any obvious errors or omissions in this document will be corrected in accordance with the negotiations and agreements reached between the parties.

Dated at Hamilton this 15th day of December, 1997.

ON BEHALF OF THE AEFO,
HAMILTON SECONDARY
BRANCH

ON BEHALF OF THE BOARD OF
EDUCATION FOR THE CITY OF
HAMILTON

ARTICLE 15 - EMPLOYEE BENEFITS

15.01 (a) Renumber as (a) (i)

(b) New:

Effective May 1, 1998 the Board shall contribute 100% (one hundred per cent) of the premium cost as of January 1, 1997 of the following plans:

- Semi-Private Hospital Care
- Extended Health - (Vision Care \$250/2years)
- Hearing Aids \$500 every 5 years
- Basic Group Life Insurance (up to \$50,000 coverage)

(g) New:

Effective January 1, 1998, the following amendments will be incorporated into the Extended Health Care and Dental Plans:

Extended Health - Massage Therapy - capped at \$10 per visit to a maximum of \$225/years.

- Dispensing Fee - capped at \$7.00 per prescription.

Dental Recall - Recall every nine (9) months.

15.05 Dental

Effective May 1, 1998, amend 1992 ODA rate schedule in 15.05 (a), (b) and (c) to read the 1995 ODA rate schedule.

ARTICLE 30 - TERM OF THE AGREEMENT

30.01 (a) Amend to read:

This Agreement shall come into force and take effect on the first day of September, 1996 and shall remain in force until the 31st day of August, 1998.

**APPENDIX 'B' - SUPPLEMENTARY UNEMPLOYMENT
BENEFIT (SUB) PLAN FOR THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON**

9. Amend to read:

The duration of the plan is from September 1, 1996 until August 31, 1998.

LETTER OF UNDERSTANDING #4

Delete current Letter of Understanding and replace with the following:

Sick Leave Provisions

The parties agree that during the lifetime of this Collective Agreement the present sick leave plan provisions and entitlements contained in Appendix "A" shall continue in force.

**LETTER OF AGREEMENT
BETWEEN
THE BOARD OF EDUCATION FOR THE
CITY OF HAMILTON
AND
ASSOCIATION DES ENSEIGNANTES ET DES
ENSEIGNANTS FRANCO-ONTARIENS,
HAMILTON SECONDARY UNIT**

The undersigned parties have considered Section 10 of the regulation set out in the Canada Gazette, Part II, Vol. 130, No. 14 pertaining to Section 55 of the Employment Insurance Act. Section 10 provides methods so that the employer can complete the Records of Employment for workers not paid on an hourly basis.

The parties agree, under 10 (2) of this regulation that for the sole and exclusive purpose of reporting the hours of insurable earnings required under the Employment Insurance Act, that full-time teachers shall be deemed to have worked seven (7) hours each school day they are employed. Part-time teachers shall be deemed to have worked hours per day that are pro-rated accordingly.

Dated at Hamilton this 15th day of December, 1997.

ON BEHALF OF THE AEFO,
HAMILTON SECONDARY
BRANCH

ON BEHALF OF THE BOARD OF
EDUCATION FOR THE CITY OF
HAMILTON

MINUTES OF THE SPECIAL IN-CAMERA MEETING OF THE BOARD OF EDUCATION

Board Room
Education Centre
1997 12 29

The Board met.

Present: Trustees Cunningham (Chairman), Desmarais, Hicks, Johnston, Johnstone, Korz, MacDonald, Mulholland, Orban, Rogers, Stewart and Wall.

Officials Present: K. Bain (Superintendent of Schools and Secretary Pro Tem) and M. Quinn (Superintendent of Schools)

Moved by Dr. Johnston: That Superintendent Bain be appointed Secretary Pro Tem. Carried.

GENERAL

Student Expulsion Hearing

The Chairman stated the purpose of this hearing was to consider a recommendation for the expulsion of a student within our system.

For the record, the Chairman announced the following people in attendance: Trustees Cunningham, Desmarais, Hicks, Johnston, Johnstone, Korz, MacDonald, Mulholland, Orban, Rogers, Stewart and Wall; K. Bain (Superintendent of Schools and Secretary Pro Tem), M. Quinn (Superintendent of Schools), the Principal of the School where the student attended, Mr. Goldsmith, Solicitor for the Board and R. Millar as the recording secretary; the student's parents, the student and their lawyer.

Superintendent Quinn reviewed the report from administration which detailed the Board's current Expulsion Policy, the incident and the investigation and process followed by the Superintendent and the Principal. In reviewing the reasons for making the recommendation to expel, Mr. Quinn confirmed that all requirements under Section 23 (3) of the Education Act and the Board's Expulsion Policy had been met.

Following questions for clarification, the Chairman asked that the record show the following people left the Board Room: Messrs. Bain, Quinn, Goldsmith and the Principal; the parents, student and their lawyer.

Following some debate, it was moved by Mr. Korz, seconded by Ms. Orban: That the student be expelled from the Board of Education for the City of Hamilton effective 1997 12 29. Carried.

The following people returned to the Board Room: Messrs. Bain, Quinn, Goldsmith and the Principal; the parents, student and their lawyer.

The Chairman announced that, after some deliberation, the Board had approved the recommendation that the student be expelled from the Board of Education for the City of Hamilton effective 1997 12 29.

The meeting then adjourned.

Adopted as presented.

.....
Chairman

**ANNUAL FINANCIAL STATEMENTS
of
THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON**

for the Year Ended December 31, 1997

AUDITOR'S REPORT

To the Trustees of
The Board of Education for the
City of Hamilton

We have audited the balance sheet of The Board of Education for the City of Hamilton as at December 31, 1997 and the Revenue Fund Statement of Operations, the Capital Fund Statement of Operations and the Reserve Fund Statement of Continuity for the year then ended. These financial statements are the responsibility of the school board's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 1997 and the results of its operations and the changes in its reserve funds for the year then ended in accordance with the accounting principles described in note 1 to the financial statements.

Hamilton, Canada
March 13, 1998

MacGILLIVRAY PARTNERS
Chartered Accountants

**The Board of Education for the City of Hamilton
BALANCE SHEET AS AT DECEMBER 31, 1997
(with comparative figures for 1996)**

ASSETS	1997	1996
	(\$000's)	(\$000's)
CURRENT ASSETS		
Cash and Short-Term Deposits (Note 3)	16,791	2,553
Accounts Receivable		
Under Requisition of Local Taxation	2,373	3,727
Other School Boards	1,620	573
Government of Ontario	3,671	9,153
Other	1,696	2,188
Prepaid Expenses	3,366	3,607
	<u>29,517</u>	<u>21,801</u>
 CAPITAL OUTLAY TO BE RECOVERED IN FUTURE YEARS	 41,337	 39,851
TOTAL ASSETS	<u>70,854</u>	<u>61,652</u>
 LIABILITIES	 1997	 1996
	(\$000's)	(\$000's)
CURRENT LIABILITIES		
Accounts Payable		
Trade Payables and Accrued Liabilities	22,939	12,616
Deferred Income	758	449
	<u>23,697</u>	<u>13,065</u>
 NET LONG-TERM LIABILITIES (Note 4)	 40,364	 39,459
 RESERVE FOR WORKING FUNDS	 2,800	 5,800
 EQUITY IN RESERVE FUNDS	 <u>3,993</u>	 <u>3,328</u>
 TOTAL LIABILITIES AND FUND BALANCES	 <u>70,854</u>	 <u>61,652</u>

The Board of Education for the City of Hamilton
REVENUE FUND STATEMENT OF OPERATIONS
 for the Year Ended December 31, 1997
 (with comparative figures for 1996)

	1997 (\$000's)	1996 (\$000's)
EXPENDITURE		
Business Administration	4,466	4,558
General Administration	1,587	1,604
Computer Services	3,273	3,925
Instruction	190,833	200,130
Plant Operation and Maintenance	27,839	29,072
Transportation	3,707	4,479
Tuition Fees	5,347	5,231
Capital Expenditures (Non-Allocable)	8,331	5,282
Debt Charges (Note 5)	4,499	2,891
Other Operating Expenditures	3,924	6,293
Non-Operating Expenditures Excluding Transfers to Reserves	5,177	3,289
TOTAL EXPENDITURE	<u>258,983</u>	<u>266,754</u>
RECOVERY OF EXPENDITURE		
Other School Boards - Tuition Fees & Miscellaneous	7,684	10,407
Government of Ontario - Miscellaneous	945	2,381
Government of Canada	55	1,087
Individuals - Tuition Fees	860	552
Other Revenues Excluding Transfers from Reserves	4,299	2,304
TOTAL RECOVERY OF EXPENDITURE	<u>13,843</u>	<u>16,731</u>
NET EXPENDITURE	<u>245,140</u>	<u>250,023</u>
FINANCING OF NET EXPENDITURE		
Government of Ontario - General Legislative Grants	74,120	76,489
Local Taxation - Previous Year's Under Requisition	(3,727)	(154)
Local Taxation Raised in Current Year	169,967	167,731
Decrease in Reserves	2,407	2,230
	<u>242,767</u>	<u>246,296</u>
Under Requisition of Local Taxation (note 2)	2,373	3,727
TOTAL FINANCING	<u>245,140</u>	<u>250,023</u>

The Board of Education for the City of Hamilton
CAPITAL FUND STATEMENT OF OPERATIONS
for the Year Ended December 31, 1997
(with comparative figures for 1996)

	1997 (\$000's)	1996 (\$000's)
CAPITAL EXPENDITURE		
Capital Assets and Work in Progress		
Buildings, Furniture and Equipment	<u>16,039</u>	<u>19,247</u>
TOTAL CAPITAL EXPENDITURE	<u>16,039</u>	<u>19,247</u>
 CAPITAL FINANCING		
Balance Not Permanently Financed at		
Beginning of Year	(674)	(13,538)
Long-Term Liabilities Issued and Sold	5,166	26,511
Capital Expenditure from the Revenue Fund	10,292	5,600
Balance Not Permanently Financed at		
End of Year	<u>1,255</u>	<u>674</u>
TOTAL CAPITAL FINANCING	<u>16,039</u>	<u>19,247</u>

The Board of Education for the City of Hamilton
RESERVE FUND STATEMENT OF CONTINUITY
 for the Year Ended December 31, 1997
 (figures rounded to nearest \$)

	Capital (000's)	Retiring Gratuities (000's)	Mill Rate Stabilization (000's)	Restructuring (000's)	Integrated Info. Systems (000's)	Withdrawal of Services (000's)	1997 Total (000's)	1996 Total (000's)
BALANCE DECEMBER 31, 1996	1,144	1,885	53	221	25	0	3,328	5,736
Transfer to the Reserve Fund	(150)	---	(54)	---	---	---	(204)	---
Transfer to the Revenue Fund	---	1,779	---	---	502	---	2,281	3,032
Total amount provided during the year from the Revenue Fund	2,586	---	---	---	---	271	2,857	122
Earnings on Reserve Fund								
Investments	52	48	1	7	1	---	109	199
	3,632	3,712	---	228	528	271	8,371	9,089
Transfers to Other Funds	414	3,693	---	---	---	271	4,378	5,761
BALANCE DECEMBER 31, 1997	3,218	19	0	228	528	0	3,993	3,328

The Board of Education for the City of Hamilton Foundation
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 1997

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared by the Board using accounting principles that are prescribed by the Ministry of Education and Training and are considered appropriate for Ontario School Boards. These principles are in accordance with generally accepted accounting principles except as follows:

(a) Accrual Accounting

Revenue and expenditure are accounted for on the accrual basis of accounting with the following exceptions:

- (i) No provision is made for interest on unmatured debenture debt from the date of payment to the year end.
- (ii) No provision is made to record the liability for retirement and/or sick leave benefits accruing over the working lives of employees.

(b) Capital Assets

Capital Assets are expensed unless they are to be financed by long term debt. Principal and interest charges on net long-term liabilities are included as expenditures in the period due. Capital assets described as Capital Outlay to be Recovered in Future Years, are included on the Balance Sheet only to the extent of the balance of the related net long-term liabilities outstanding and of the related temporary financing at the year end.

(c) Reserves and Reserve Funds

Reserves and Reserve Funds represent funds appropriated for general and specific purposes and are charged or credited to Revenue Fund Operations in the year appropriated or drawn down. The amounts in Reserves and Reserve Funds are approved by the Board and are within the limits defined in *The Education Act*.

(d) Under Requisition of Local Taxation

The difference between the net expenditures of any year and the amounts received to finance these expenditures is carried forward to the subsequent year to either increase or reduce the net revenue requirement from ratepayers.

2. CHANGE IN ACCOUNTING POLICY

During the current year, the Board retroactively adopted the accounting policy of recognizing supplementary taxation in the year it is levied. Previously this taxation was deferred in the year received and recorded as revenue in the following year. Likewise the Board retroactively adopted the accounting policy of recognizing chargeback of taxation in the year of determination of uncollectibility. Previously, this chargeback was recorded in the year of repayment.

The effect of this change in accounting policy is to increase the under requisition of taxation for the 1996 fiscal year by \$1,731,000 and decrease the over requisition for the 1995 fiscal year by \$1,237,000. Had this change in accounting policy not been adopted, the Under Requisition of Local Taxation for the current year would have been \$519,000.

3. RESTRICTED FUNDS

Cash and short-term deposits of \$3,993,000 are restricted in order to fund the equity in reserve funds.

4. NET LONG-TERM LIABILITIES

The net long-term liabilities consist of debentures of \$28,616,000 (1996 - \$30,939,000) and capital leases for equipment of \$11,748,000 (1996 - \$8,520,000). The debentures have a retractable feature, exercisable on specific dates only, at the option of the debenture holders. Of the net long-term liabilities outstanding, principal amounting to \$19,396,000 plus interest amounting to \$14,467,000 is payable of the next five years as follows:

	Principal		Interest		Total
1998	\$	3,716,000	\$	2,489,000	\$ 6,205,000
1999		4,965,000		3,578,000	8,543,000
2000		4,921,000		3,352,000	8,273,000
2001		3,966,000		2,894,000	6,860,000
2002		1,828,000		2,154,000	3,982,000
TOTAL	\$	19,396,000	\$	14,467,000	\$ 33,863,000

Principal payments on the debentures issued by the Regional Municipality of Hamilton-Wentworth are deposited into a sinking fund maintained by the Region. The sinking fund is used to retire the debentures at the time of

maturity. To the end of 1997, the total amount of principal or sinking fund payments made was \$5,718,000 (1996 - \$3,841,000). In addition, the value of the debentures recorded on the financial statements reflect the actuarial valuation of the sinking fund. The actuarial valuation of December 31, 1997 resulted in a write down of the value of the debentures of \$467,000 (1996 - \$347,000) to bring the total reduction in the face value of the debentures to \$7,237,000 (1996 - \$4,893,000).

5. DEBT AND CAPITAL LEASE CHARGES

The Revenue Fund expenditure for debt charges includes principal and interest payments made on debentures as follows:

Principal payments on debentures	\$ 1,909,000
Interest payments on debentures	<u>2,590,000</u>
	<u>\$ 4,499,000</u>

In addition, the Revenue Fund expenditures include principal and interest payments made on capital leases totaling \$2,426,000 (1996 - \$1,346,000).

6. RETIREMENT GRATUITIES PLANS

Employees may become entitled to cash payments when they leave the employment of the Board for purposes of retirement providing they meet the prescribed age or service requirements. Retirement gratuities of \$3,693,000 were paid in 1997, (1996 - \$5,384,000). An amount of \$19,000 (1996 - \$1,885,000) is provided by way of a reserve fund. The amount of the total liability in respect of employees who meet the vesting requirements of the plans at the end of 1997 is \$36,390,000, (1996 - \$38,374,000). Notwithstanding the use of reserve funds, recognition for General Legislative Grants purposes continues to be made in respect of the actual amounts paid to employees.

7. PENSION PLAN COSTS

All non-teaching employees of the Board are eligible to be members of the Ontario Municipal Employees Retirement System which is a multi-employer final average pay contributory plan. Employer contributions made to the plan during the year by the Board amounted to \$2,251,000, (1996 - \$2,324,000). Those amounts have been included in the Revenue Fund Statement of Operations.

Not shown in the financial statements of the Board are the employer's contributions to the Teachers' Pension Plan. The funding for such is provided directly by the Provincial Government.

8. ONTARIO SCHOOL BOARD INSURANCE EXCHANGE

The Board is a member of the Ontario School Board Insurance Exchange (OSBIE), a reciprocal insurance company licensed under the Insurance Act. OSBIE insures general public liability, property damage and certain other risks. The membership period is for five years, ending December 31, 2001.

9. LEASE COMMITMENTS

The Board currently leases telephone and computer equipment under long-term leases expiring at various dates up to December 1999. The total obligation under existing leases amount to approximately \$255,000. Over the next two years the minimum annual payments required under the leases are:

1998	\$ 222,000
1999	<u>33,000</u>
	<u>\$ 255,000</u>

10. DEFERRED LEAVE PLAN

Certain employees of the Board are eligible to participate in the Board's Deferred Leave Plan. Employees contribute a portion of their salaries to a fund and withdraw the accumulated principal and interest earned during a leave of absence from the Board. The funds are placed in segregated interest-bearing bank accounts in the name of the Board on behalf of the participants. These funds are held in trust and are not reflected in the balance sheet of the Board. As at December 31, 1997, the balance in the Deferred Leave account was \$731,000, (1996 - \$1,116,000).

11. REVENUE FROM OTHER SCHOOL BOARDS

Under *The Education Act*, the Board is qualified to charge other school boards a high cost factor for students who take certain programs. As is their right under the Act, two school boards have elected resolution through arbitration, the outcome of which is not determinable at this time.

12. SALARY NEGOTIATIONS

At December 31, 1997 salary or wage agreements were not settled for the following bargaining units:

Association des enseignantes et des enseignants franco-ontariens

(A.E.F.O.), Hamilton Secondary Unit

Canadian Union of Public Employees (C.U.P.E.), Local 1344

O.S.S.T.F. - Office, Clerical and Technical Unit (O.S.S.T.F. - O.C.T.U.)

Professional Student Services Personnel (P.S.S.P.)

Secondary Occasional Teachers, O.S.S.T.F., District 8

A wage accrual based on the results of these negotiations is not included in the financial statements.

13. SUBSEQUENT EVENTS

In accordance with Bill 104, *The Fewer School Boards Act*, The Board of Education for the City of Hamilton amalgamated with The Wentworth County Board of Education on January 1, 1998, to create The Hamilton-Wentworth District School Board.

In addition, Bill 104 established French-Language District School Boards. The Ministry of Education and Training requires the former Hamilton Board to transfer a share of its net assets to French-Language District School Board #58. The negotiations on this transfer have not been finalized.

ANNUAL FINANCIAL STATEMENTS
of
THE BOARD OF EDUCATION FOR
THE CITY OF HAMILTON FOUNDATION
for the Year Ended December 31, 1997

AUDITORS' REPORT

To the Directors of
The Board of Education for the
City of Hamilton Foundation

We have audited the balance sheet of The Board of Education for the City of Hamilton Foundation as at December 31, 1997 and the statement of surplus for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Except as explained in the following paragraph, we conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In common with many charitable organizations, the Foundation derives revenues from donations the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Foundation and we were not able to determine whether any adjustments might be necessary to these revenues, assets, and surplus.

In our opinion, except for the effect of adjustments, if any, which we might have determined to be necessary had we been able to satisfy ourselves concerning the completeness of donation revenues referred to in the preceding paragraph, these financial statements present fairly, in all material respects, the financial position of the Foundation as at December 31, 1997 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

Hamilton, Canada
March 27, 1998

MacGillivray Partners
Chartered Accountants

**The Board of Education for the City of Hamilton Foundation
BALANCE SHEET
as at December 31, 1997**

Assets	1997	1996
Cash	\$ 384,317	159,554
Accrued Interest Receivable	2,192	2,268
Investments at Cost	310,685	328,325
(Market value \$310,685)		
(1996 - \$328,325)		
	<u>\$ 697,194</u>	<u>\$ 490,147</u>
Surplus		
Capital Funds (Note 2)	\$ 608,334	\$ 428,325
Unexpended Income	88,860	61,822
	<u>\$ 697,194</u>	<u>\$ 490,147</u>

**The Board of Education for the City of Hamilton
STATEMENT OF SURPLUS
for the Year Ended December 31, 1997**

	Capital Funds	Unexpended Income	1997 Total	1996 Total
Balance, January 1	428,325	61,822	490,147	367,759
Revenue				
Donations	187,009	72,981	259,990	184,612
Interest		23,477	23,477	21,580
Transfer from Unexpended Income				14,102
Transfer from Capital		7,000	7,000	
	<u>187,009</u>	<u>103,458</u>	<u>290,467</u>	<u>220,294</u>
Expenditures				
Awards/Disbursements		76,420	76,420	83,804
Transfer to Capital				14,102
Transfers to Unexpended Income	7,000		7,000	
	<u>7,000</u>	<u>76,420</u>	<u>83,420</u>	<u>97,906</u>
Balance, December 31	<u>608,334</u>	<u>88,860</u>	<u>697,194</u>	<u>490,147</u>

**The Board of Education for the City of Hamilton Foundation
NOTES TO THE FINANCIAL STATEMENTS
for the Year ended December 31, 1997**

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

Revenue and expenditures are accounted for on the accrual basis, whereby revenues are recorded when earned and expenditures are recorded when incurred.

(b) Donated Materials and Services

The fair market value of donated materials and services are recorded when received.

2. CAPITAL FUNDS

The Capital Funds are restricted according to the terms of reference of the award.

3. DONATED MATERIALS AND SERVICES

The Foundation received donated materials valued at \$3,436 during the current year, (1996 - nil). The Foundation did not receive donated services in the current year or the previous year.

The Board of Education for the City of Hamilton Foundation
ANALYSIS OF INVESTMENTS AS OF DECEMBER 31, 1997
 (figures rounded to nearest \$)

	Province Of Ontario	C.I.B.C.	Montreal Trust	Province of Ontario	Toronto Dominion	Total
	3.625%	5.500%	5.500%	5.375%	5.500%	Investments
	Nov 15/96	July 22/96	June 17/96	July 22/96	July 22/96	
	Nov 15/98	July 22/98	June 17/98	July 22/98	July 22/98	
A.D. Needle Trust Fund Award.....		2,800				2,800
A.J. Krever Award.....		1,844				1,844
A. Morrell Memorial Scholarship.....		3,430				3,430
Andrew MacDonald Award.....		1,205				1,205
Art Scholarship.....		1,750				5,100
Award of Merit.....	3,350	500				500
Bill Mastin Memorial Award.....					7,147	7,147
Buchan Medal Award.....	800	250				1,050
C.G.W. McKague Award.....						1,844
C.M.H.C. & Ham. & Dist. Home Bldrs. Assoc.....		500		35,675		36,175
C. Thomas Lowe Memorial Award.....				925		925
Carol Moule Memorial Award.....				1,410		38,062
Continuing Education Award.....				6,000		6,000
Craig Anderson Memorial Creative Writing Award		36,652		5,172		5,172
Delta Staff Association Award.....				250		250
Doris Gasse Award.....			500			500
Dr. E.A. Hutton Award.....				5,000		5,000
Dr. Harry Paikin Memorial Fund.....					3,925	3,925
E. Michael Zebroski Music Scholarship.....				3,536		3,536
Elma Darlington Award.....				2,000		2,000
Elva Kendal Newlands Award in Literature.....				2,000		2,200
Emily Kirby Award in Family Studies.....		200		200		200

English Literature Award.....				500	
Ezra E. Parkehouse Prize				100	
Frank A. Magee Award.....				212	
G.L. Cooper Award.....				500	
George R. Allan Prize.....				200	
George R. Parke Award				590	
Gladys McAndrew Memorial Fund	290			3,334	3,624
H.H. Lowden Award				1,550	1,550
Hamilton Draftsmen Association Prize.....				3,850	3,850
Hamilton Place Award				100	100
Hardy Awrey Memorial Fund.....	450			5,600	6,100
Helen Detwiler Fund				2,675	3,675
Hess Street Proficiency Award.....				1,050	1,050
Hess Street School Reunion Award				2,000	2,000
Hill Park Art Award.....				250	250
Ida M. Robb Memorial Award.....				1,274	1,274
James Johnson Memorial Award	600			9,416	10,016
Jansen H.H. Memorial Award Fund		203		203	203
Jason Wong Memorial Award.....				1,715	1,715
John Hill Second Language Award.....				1,080	1,080
John McCullough Award	400			450	450
L. George Russell Award				343	343
Laura Miller Award in Public Speaking.....				24,200	24,200
Lawrence Munroe Scholarship.....				9,504	9,504
Lucille Laframboise Memorial Award.....				3,727	3,727
Luke H. LeRoy Award.....	3,557			1,000	1,000
Madeline Westland Memorial Award				1,000	1,000
McIlwraith War Memorial Award	150			150	150
Megan Lawrence Alternative Education Fund				10,500	10,500
Memorial Award	2,233			5,933	5,933
Michael George Sudar Award.....				1,740	1,740
Muriel Eastman Scholarship in English.....				329	329
Murray Black Music Scholarship				6,450	6,450
		4,700	150		
		329			
		1,600			

Norman E. Reid Award.....	2,577				2,577
OSSTF/Dorothy Collingwood Scholarship		1,950	2,030		2,030
Paardeburg IODE Award.....			50		2,000
Pat Kirby Citizenship Award.....	3,022		150		3,172
Paul J. Myler Trust.....		3,000	750		3,750
Philip Family Award.....			500		500
R. Cole Award.....			594		594
Ray McCormick Award.....					1,300
Recognition of Excellence Award.....	508				6,308
Roy S. Cartmell Memorial Fund.....			1,060	800	1,060
Royal Oak Dairy Award.....					800
Russell N. Eden Art Awards			7,000		7,000
Sandi Bell Award			680		680
Seneca School Citizenship Foundation Award.....	150				150
Sharon MacKay Trust Fund.....					3,474
Sir Allan MacNab Academic Award					5,128
Sir John A. Macdonald Secondary School Award....	1,117				2,117
Sir John M. Gibson Award.....			1,100		1,100
Stan Soble Award.....			2,500		12,500
Stella Osborn Award					6,046
Strathcona Reunion Committee Award					600
Susan E. Bennetto Award.....			1,116		1,116
Thomas F. McIlwraith Award.....					200
Vern Ames Prize in Mathematics.....					7,203
Walter Gasparik Memorial Award					1,000
Wm. Alexander Lees Memorial Scholarship					5,000
Wm. Flannigan Geography Prize.....					500
Totals	8,500	59,783	55,028	6,150	121,304
Market Value December 31, 1997	8,500	59,783	55,028	6,150	121,304
					59,920
					310,685

The Board of Education for the City of Hamilton Foundation
STATEMENT OF SURPLUS
for the year ended December 31, 1997
(figures rounded to nearest \$)

Capital Funds	Balance Jan. 1/97 \$	Donations \$	Transfers \$	Disbursements \$	Balance Dec. 31/97 \$
A.D. Needle Trust Fund Award.....	2,800				2,800
A.J. Krever Award.....	1,844				1,844
A. Morrell Memorial Scholarship	3,431				3,431
Alma Knapman Award.....	100,000	13,140			113,140
Andrew MacDonald Award	1,205				1,205
Art Scholarship	5,100				5,100
Award of Merit	500				500
Bill Mastin Memorial Award	7,147				7,147
Buchan Medal Award.....	1,050				1,050
C.G.W. McKague Award.....	1,844				1,844
C.M.H.C. & Hamilton and District	36,175				36,175
Home Builders Association Award	925				925
C. Thomas Lowe Memorial Award	38,962				38,962
Carol Moule Memorial Award.....	6,000				6,000
Continuing Education Award.....	5,172				5,172
Craig Anderson Memorial Creative Writing Award	250				250
Delta Staff Association Award.....	500				500
Doris Gasse Award.....	5,000				5,000
Dr. E.A. Hutton Award	3,925				3,925
Dr. Harry Paikin Memorial Fund.....	3,535				3,535
E. Michael Zebroski Music Scholarship	2,000				2,000
Elma Darlington Award	2,200				2,200
Elva Kendall Newlands Award in Literature.....					

Emily Kirby Award in Family Studies.....	200
English Literature Award.....	500
Ezra E. Parkehouse Prize.....	100
Frank A. Magee Award.....	211
G.L. Cooper Award.....	500
George R. Allan Prize.....	200
George R. Parke Award.....	590
Gladys McAndrew Memorial Fund.....	3,624
H.H. Lowden Award.....	1,550
Hamilton Draftsman's Association Prize.....	3,850
Hamilton Place Award.....	100
Hardy Awrey Memorial Fund.....	6,100
Helen Detwiler Fund.....	4,675
Hess Street Proficiency Award.....	1,050
Hess Street School Reunion Award.....	2,000
Hill Park Art Award.....	250
Ida M. Robb Memorial Award.....	1,274
James Johnson Memorial Award.....	10,016
James V. Guidice Trust.....	0
Jansen H.H. Memorial Award Fund.....	203
Jason Wong Memorial Award.....	1,715
Jim Cunningham Computer Memorial Award.....	3,900
John and Anna Gerula Academic Award.....	1,200
John Hill Second Language Award.....	1,080
John McCullough Award.....	450
L. George Russell Award.....	344
Laura Miller Award in Public Speaking.....	24,200
Lawrence Munroe Scholarship.....	9,504
Lucille Laframboise Memorial Award.....	3,727
Luke H. LeRoy Award.....	1,000
Madelaine Westland Memorial Award.....	1,000
McIlwraith War Memorial Award.....	150
Megan Lawrence Alternative Education Fund.....	10,500
Memorial Award.....	5,933
Michael George Sudar Award.....	3,060

173,869

Michael Lytwyn Memorial Award.....	800				
Muriel Eastman Scholarship in English.....	329				
Murray Black Music Scholarship.....	6,450				
Norman E. Reid Award.....	2,577				
OSSTF/Dorothy Collingwood Scholarship.....	2,250				
Paardeburg IODE Award.....	2,000				
Pat Kirby Citizenship Award.....	3,172				
Paul J. Myler Trust.....	4,250				
Philip Family Award.....	500				
R. Cole Award.....	594				
Ray McCormick Award.....	1,300				
Recognition of Excellence Award.....	6,308				
Roy S. Cartmell Memorial Fund.....	1,060				
Royal Oak Dairy Award.....	800				
Russell N. Eden Art Awards.....	7,000				
Sandi Bell Award.....	680				
Seneca School Citizenship Foundation Award.....	150				
Sharon MacKay Trust Fund.....	3,474				
Shubha Dighe's "Buddy" Award.....	500				
Sir Allan MacNab Academic Award.....	5,128				
Sir John A. Macdonald Secondary School Award.....	2,117				
Sir John M. Gibson Award.....	1,100				
Stan Sobel Award.....	12,500				
Stella Osborn Award.....	6,046				
Stinson Street School Nutrition Program.....	7,000	7,000			
Strathcona Reunion Committee Award.....	600				
Susan E. Bennetto Award.....	1,116				
Thomas F. Mellwraith Award.....	200				
Vern Ames Prize in Mathematics.....	7,203				
Walter Gasparik Memorial Award.....	1,000				
Westdale Computer Fund.....	300				
Wm. Alexander Lees Memorial Scholarship.....	5,000				
Wm. Flannigan Geography Prize.....	500				
			187,009	7,000	0
	\$ 428,325				608,334

The Board of Education for the City of Hamilton Foundation
STATEMENT OF SURPLUS
for the year ended December 31, 1997
(figures rounded to nearest \$)

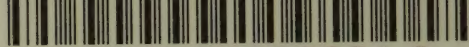
Unexpended Income	Balance Jan. 1/97 \$	Donations/ Transfers \$	Interest \$	Disbursements \$	Balance Dec. 31/97 \$
A.D. Needle Trust Fund Award.....	165		163	210	118
A.J. Krever Award.....	384		113		497
A. Morrell Memorial Scholarship.....	34		200		234
Alma Knapman Award.....	182		2,783	560	2,405
Andrew MacDonald Award.....	238		72		310
Ann Chasty Memorial Bursary.....	250		7		257
Art Scholarship.....	133		221	195	159
Award of Merit.....	14		27	-13	54
Bill Mastin Memorial Award.....	227		406	392	241
Buchan Medal Award.....	57		44		101
Burkholder Drive Middle School Fund.....		50			50
C.E. Lewis Award.....	62	1,000	17	200	879
C.G.A. Association Award.....	112		3	100	15
C.G.W. McKague Award.....	50		102	170	-18
C.M.H.C. & Hamilton and District Home Builders Association Award.....	1,200		2,008	1,740	1,468
C. Thomas Lowe Memorial Award.....	377		60	50	387
Carol Moule Memorial Award.....	2,312		2,216	2,000	2,528
Charles Chasty Memorial Scholarship.....	250		7	250	7
City Wide Choir Fund.....		10,136		10,136	0
Continuing Education Award.....	322		335	400	257
Craig Anderson Memorial Creative Writing Award.....	271	200	290	500	261
Delta Staff Association Award.....	10	12	13	25	10
Doesburg Needy Student Award.....	569		15	42	542

Doris Gasse Award.....	17	28	-14	59
Dr. E.A. Hutton Award	462	285	500	247
Dr. Harry Paikin Memorial Fund.....	184	242	222	354
E. Michael Zebroski Music Scholarship	150	197	190	157
Elma Darlington Award	66	109	60	115
Elva Kendall Newlands Award in Literature.....	282	126	100	308
Emily Kirby Award in Family Studies.....	25	11	10	26
English Literature Award	16	28	40	17
Ezra E. Parkehouse Prize	3	6	-8	17
Feeding Basic Needs.....			75	5,129
Frank A. Magee Award.....	7	11	11	7
Friends of Westdale Rowing	3,653	95		3,748
G.L. Cooper Award.....	234	33		267
George R. Allan Prize.....	173	15		188
George R. Parke Award	18	33	30	21
Gladys McAndrew Memorial Fund	428	210	190	448
Glendale Secondary School Outreach Fund		1	534	1
Graduation Award.....		48		1,893
H.H. Lowden Award	1,845	89	116	147
HPA Needy Students Fund.....	1,467	50	700	2,025
Hamilton Draftsman's Association Prize	464	222	100	586
Hamilton Foundation Bursary.....	2			2
Hamilton Place Award	12	6		18
Hardy Awrey Memorial Fund.....	665	350	200	815
Helen Detwiler Fund	2,097	304	400	3,001
Hess Street Proficiency Award	267	63	273	57
Hess Street School Reunion Award	172	114	100	186
Hill Park Art Award	47	15		62
Ida M. Robb Memorial Award.....	48	71	65	54
J.D. Watson Award	428	11	150	289
James V. Guidice Estate.....		1,013		1,013
James Johnson Memorial Award	479	548	600	427
Jansen H.H. Memorial Award Fund	24	11		35
Jason Wong Memorial Award.....	198	98	90	206

Jay Carrington Memorial Fund.....	510	2	512
Jim Cunningham Computer Memorial Award.....	149	216	265
John Hill Second Language Award.....	45	61	106
John and Anna Gerula Academic Award.....	93	68	111
John McCullough Award.....	14	18	26
Karl Heinz Memorial Scholarship.....	500	7	7
Klokoff Award.....	158	4	153
L. George Russell Award.....	10	20	12
Laura Miller Award in Public Speaking.....	4,905	1,433	5,123
Lawrence Munroe Scholarship.....	1,068	562	1,630
Lucille Laframboise Memorial Award.....	301	213	314
Luke H. LeRoy Award.....	217	72	289
Madelaine Westland Memorial Award.....	41	67	53
Mellwraith War Memorial Award.....	30	11	41
Megan Lawrence Alternative Education Fund.....	2,063	625	688
Memorial Award.....	377	297	581
Michael George Sudar Award.....	116	172	443
Michael Lytwyn Memorial Award.....	39	45	84
Muriel Eastman Scholarship in English.....	41	21	42
Murray Black Music Scholarship.....	357	364	371
Needy Children Fund.....	272	11	283
Noreen Buxton Memorial Fund.....	2,253	22	2,275
Norman E. Reid Award.....	255	149	254
OSSTF/Dorothy Collingwood Scholarship.....	118	125	123
Other			
-- Directors Discretionary Fund.....	11,242	356	11,598
-- Film Library Equipment.....	150	150	0
-- Liu Yang's Mathcamp - SJAM.....	2,605		2,605
-- Scott Park Undergraduate Bursary.....	500	13	513
-- Stelco War Veterans Association.....	3,300		0
-- Bennetto - Needy Students.....	330		330
-- Centennial - School Needs.....	250		0
-- Dalewood - Computer Equipment.....	1,500		1,500
-- Dalewood - Software.....	166		0

-- Dalewood/Queen Victoria -- Internet Network	642	0
-- Delta -- Computers	500	0
-- Helen Detwiler -- Computer Equipment	600	0
-- Helen Detwiler -- School Needs	40	0
-- Hess Street -- Summer School	12,000	0
-- Hill Park -- Career Day	25	0
-- Hillcrest -- Athletics	1,000	0
-- Hillcrest -- Underground Railroad Project	705	0
-- Linden Park -- Artwork	1,000	0
-- Mountain -- Cosmetology	1,000	0
-- Norwood Park -- Computer Equipment	50	0
-- Peace Memorial -- Playground	200	0
-- Sanford Avenue -- Winter Wear	200	0
-- Sir Winston Churchill -- Textbooks	1,000	0
-- Thornbrae -- Physical Education	200	0
-- Westmount -- Chrysalis Student Art Exhibit	4,425	0
-- Westview -- School Needs	200	0
-- Westview -- School Needs	25	0
Towards School Nutrition Programs		
-- Adelaide Hoodless	200	0
-- Bennetto	200	0
-- Fairfield	500	0
-- Hillsdale	300	0
-- Prince Philip	1,000	0
-- Robert Land	1,000	0
-- Seneca	100	0
-- Sir Wilfrid Laurier	300	0
-- Viscount Montgomery	1,000	0
-- W.H. Ballard	100	0
-- Woodward	100	0
Paardeburg IODE Award	82	99
Pat Kirby Citizenship Award	395	483
Paul J. Myler Trust	1,025	1,531
Philip Family Award	14	45
	250	
	891	
	126	
	188	
	256	
	31	
	200	

R. Cole Award.....	67	34	101
Ray Irvine Memorial Award for Young Authors	106	5	36
Ray McCormick Award.....	44	74	68
Recognition of Excellence Award.....	1,135	375	1,066
Rob Johnstone Memorial Award.....		10	10
Roy S. Cartmell Memorial Fund.....	124	60	129
Royal Oak Dairy Award.....	36	34	26
Russell N. Eden Art Awards	2,488	444	2,572
Sandi Bell Award	18	36	20
Seneca School Citizenship Foundation Award	5	11	0
Sharon MacKay Trust Fund.....	131	194	135
Shubha Dighe's "Buddy" Award.....	45	28	23
Sino-Canadian Friendship Award	2,120	55	175
Sir Allan MacNab Academic Award	2,543	348	2,891
Sir John A. Macdonald Secondary School Award.....	93	97	105
Sir John M. Gibson Award.....	245	67	232
Stan Sobel Award.....	1,162	717	1,199
Stelco Credit Union Business Education Scholarship.....			500
Stella Osborn Award	927	357	784
Stinson Street School Nutrition Program.....	3,137	428	5,748
Stinson Street School Centennial Award	158	4	118
Strathcona Reunion Committee Award	79	35	63
Susan E. Bennetto Award.....	142	67	125
Szuics Needy Student Fund.....	179	5	184
Thomas F. McIlwraith Award.....	40	13	53
Vern Ames Prize in Mathematics.....	322	407	255
Walter Gasparik Memorial Award	50		56
Westdale Computer Fund.....	230	23	253
Westdale Secondary School Fund.....	850	83	6,353
Wm. Alexander Lees Memorial Scholarship	169	276	155
Wm. Flannigan Geography Prize.....	196	33	229
	\$ 61,822	23,477	88,860
	79,981	76,420	



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